IP Touch 4008
Basic User Training Guide

Overview – IP Touch 4008

- Handset
- Display
- 6 Programmable Buttons
- Dialing keypad
- End
- Envelope (Message)
- Redial
- Speaker
- Mute
- Volume up/down
- Hold
- Transfer
- Navigator
- OK Button
- Back Button
- *i* Button
- Phone Book Button

Hold

Transfer

Internal Call

- Lift the handset and dial the four digit internal extension number .

    OR

- Dial the four digit internal extension number with the handset down to make a hands-free call.

- Hang up, or press the End button to end the call.

External Call

- Lift the handset and dial 9 plus the external number (if you are using a classroom phone, you will be prompted to enter a 5 digit PIN)

OR

- Dial 9 plus the external number with handset in place to make a hands-free call

- Hang up, or press the End button to end the call.

Handset & Speakerphone

- **Switch from Handset to Speakerphone**

- Press the Speaker button, and replace the handset

- **Switch from Speaker-phone to Handset**

- Lift the handset
- The speakerphone is automatically turned off

- **Microphone Mute**

- While on a call, press the Mute button *(it will flash and caller will not be able to hear you).*
- Press the Mute button again to deactivate *(caller will hear you).*

Redial

- Press the Redial button

- The last number is redialed

    OR

- *Press and hold* the Redial button *(2 – 3 seconds)* to see a list of the last eight outgoing calls.

- Use the Up/Down arrows to scroll to the number you wish to redial.

- Press OK to dial the number.

Place A Call On Hold

- Press the lit line button to place your call on hold. (*Light will flash when call is on hold*)

- Press the flashing line button to retrieve the call.

OR

- Press the hold button.

- Press the flashing line button to retrieve the call.

Answer A Second Call

- While on your current call, you will hear a short tone and the new caller's ID will display.

- Your second line button will be flashing with the new incoming call.

- Press the flashing line button to answer the second incoming call. *(First caller will automatically be placed on hold.)*

Transfer A Call

- **WARM TRANSFER**
- *While on a call,* press Transfer .

- Dial the four digit extension number.

- When the second party answers, announce the call.

- Press Transfer again to complete.

- **BLIND TRANSFER**
- *While on a call,* press Transfer .

- Dial the four digit extension number.

- Press Transfer again to complete.

Three Party Conference Call

- While on your current call, use the down arrow until 'Conference' is displayed.

- Press OK.

- Dial the third party. *(Internal or External.)*

- Announce the call to the third party.

- Press the down arrow until 'Conference' is displayed again.

- Press OK.

Program Personal Speed Dials

- You can program up to 9 personal speed dials.
- Press the Phonebook button.
- 1 will display on screen. *(use down arrow to display speed dials 2 – 9.)*
- Press OK.
- Use the dial pad to enter the telephone number. *(for external, 9 + number)*
- Press OK to save.
- Press End to exit programming.

Using Personal Speed Dials

- Press the Phonebook button.
- Use the up/down arrows to scroll to the number you wish to call.
- Press OK.