

KX-TGP550

Controls and Operations



1. Dial keypad

2. Handset paging buttons (1-6)
Handset paging indicators
Allow you to page each handset
Shows the status of each handset



Handset paging button (ALL)
LINE STATUS: tells the status of each line on the display

3. Function keys: HOLD, REDIAL/PAUSE, MUTE

4. Soft Keys

5. EXIT: to stop operation

6. VOICE MAIL indicator

7. Navigator Key (▲, ▼, ◀, ▶)

VOL. (Volume: ▲, ▼)

8. STATUS indicator

Indicates the status of the unit and network

9. SP-PHONE/HEADSET: Speaker phone indicator

1. Charge/Ringer/Message indicator

2. TALK: to make calls

3. SP-PHONE: Speakerphone, to talk hands free

4. OFF: to stop operation

5. REDIAL/PAUSE

6. A: Soft Keys: The handset features 2 soft keys and a joystick. By pressing a soft key, or by pressing the center of the joystick, you can select the feature shown directly above it on the display.

B: Joystick: By pushing the joystick repeatedly, you can:

1. Scroll through (up, down, left, or right) various lists or items
2. Adjust the receiver or speaker volume (up or down) while talking

Basic Features

Place a call:

- ◆ Lift handset and dial number

Receive a call:

- ◆ Pick up the handset (or)
- ◆ Press *CALL* or *SP-PHONE*
- ◆ Press *reject* to immediately forward to voicemail

Put a call on Hold:

Base Unit

- ◆ Press the *Hold* button, place handset in cradle
- ◆ To retrieve call, press *Hold* again or lift handset

Handset

- ◆ Press the *Hold* button
- ◆ To retrieve call, press *Hold* again or 

Transfer—To Another Unit

Transferring calls with the Base unit

- ◆ While on Call: press lines (1-6) or *ALL*
- ◆ Wait for target to answer call — if the paged party does not answer, press the same button as in step 1 to return to the outside call
- ◆ Place handset in cradle

Transferring calls with the Handset

- ◆ While on call — press *MENU*
- ◆ [ , ]: “Intercom” —> *SELECT*
- ◆ [ , ]: Select the desired unit. —> *CALL*
- ◆ Wait for the paged party to answer. If the paged party does not answer, press  to return to the outside call
- ◆ *OFF*

Transfer –To An Outside Party

Base unit and Handset

- ◆ While on Call: press *MENU*
- ◆ [ , ]: “Transfer” —> *SELECT*
- ◆ Dial the phone number — to correct the number press *CANCEL* to clear the number and enter again
- ◆ Wait for the paged party to answer — if the paged party does not answer, press *CANCEL* 2 times to return to the outside call
- ◆ Press *TRANS*

Restart

Advanced Features

Advanced features require specific setup for your department. Please call CSU Telecom for assistance with these features, or use myphone.colostate.edu for self-configurable options.

Call Park/Pickup (requires Telecom setup):

Used to place a call on hold and pick it up from another phone Park

- ◆ While on a call, press the *Trnsfr* soft button
- ◆ Press *Blind*
- ◆ Dial the Park Orbit number (*assigned by Telecom*)
- ◆ Press *Send* — call is now parked
- ◆ Announce to called party call is parked on Park #xx

Pickup

- ◆ Lift handset or press *New Call* soft key
- ◆ Dial *4 and the Park Orbit number
- ◆ Press *Dial*
- ◆ You are now connected to the parked call

Ring Tone

Conference Calls (Hand/Base)

- ◆ During an outside call, press *MENU*
- ◆ [ , ]: “Conference” —> *SELECT*
- ◆ Dial the phone number —to correct the number, press *CANCEL* to clear the number and enter again
- ◆ Wait for the paged party to answer. If the paged party does not answer, press *CANCEL* twice to return to the outside call
- ◆ *CONF* — If you want to add a new party to the conference, repeat from step 1

Do Not Disturb

- ◆ *MENU*
- ◆ [ , ]: “IP service” —> *SELECT*
- ◆ [ , ]: “Call features” —> *SELECT*
- ◆ [ , ]: “Do not disturb” —> *SELECT*
 - * When 1 line is registered go to next step
 - * When 2 or more lines are registered: [ , ]: Select the desired line —> *SELECT*
- ◆ [ , ]: Select “On” or “Off” —> *SAVE* —> *OFF*

Basic Dialing

Emergency

- ◆ Dial 911

Voicemail

- ◆ On Campus: 1-5500
- ◆ Off Campus: 491-5500

Campus Numbers

- ◆ Dial 5 digit extension
- ◆ E.g. 1-1111

Off Campus

- ◆ Dial 8+ 7 digits
- ◆ E.g. 8491-1111

Long Distance

- ◆ Dial 8+1+area code+ the 7 digit telephone number (8+1+xxx-xxx-xxxx)
- ◆ Enter the long distance authorization code following the three short beeps

International

- ◆ Dial 8+011+country code+ city code+ telephone number.
- ◆ Press the send key, or just wait
- ◆ Enter the long distance authorization code following the two short beeps

Telephone Repair

If you experience telephone trouble in the future, please report the problem to the CSU Telephone Switchboard in Fort Collins at 970-491-1111 (or extension 1-1111)

Tell the operator your Fort Collins 970-491-xxxx phone number and what the problem is. Our operators will create a Trouble Ticket in our telephone inventory and repair service system and issue the trouble ticket to a technician for resolution.

http://csj.psn-web.net/sipphone_net/download/TGP/manual/US/TGP500_550_04_UG_English_WA.pdf