Declaration of conformity for the European Community

CE

The CE logo shown on the products indicates that they are compliant with the basic requirements of all the applicable directives.
You can download the declaration of conformity from the following address:
www.alcatel-business.com

Declaration of conformity to the rule of the American Federal Communications Commission (FCC)

This equipment has been tested and declared compliant with the limitations relating to a class B digital device, in accordance with Subsection J of Section 15 of the FCC rules.

These provisions aim to ensure reasonable protection against harmful interferences when the device is used in a commercial environment. This equipment generates, uses and can emit radio energy and, if not installed in accordance with the instructions of this manual, can cause interference of such a nature as to affect radio communications. The use of this equipment in a residential area may cause harmful inerferences to which the user is responsible for correcting at his own expense.

Environment

This symbol means that your inoperative electronic appliance must be collected separately and not mixed with the household waste. The European Union has implemented a specific collection and recycling system for which producers' are responsible.

This appliance has been designed and manufactured with high quality materials and components that can be recycled and reused.

Electrical and electronic appliances are liable to contain parts that are necessary in order for the system to work properly but which can become a health and environmental hazard if they are not handled or disposed of in the proper way. Consequently, please do not throw out your inoperative appliance with the household waste. If you are the owner of the appliance, you must deposit it at the appropriate local collection point or leave it with the vendor when buying a new appliance.
(a)- If you are a professional user, please follow your supplier's instructions.
(b)- If the appliance is rented to you or left in your care, please contact your service provider.

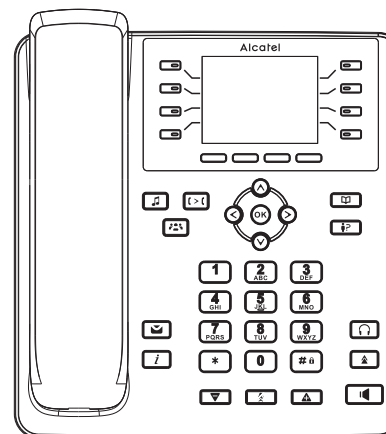**Please help us protect the environment in which we live!**

Alcatel

SP2503/SP2503G QUICK START GUIDE

Messages waiting indicator	
Line/multifunction keys	
Up navigation key / Shortcut to call log	
Down navigation key / Shortcut to Status	
Left and right navigation keys	
OK key / Access to Main menu	
Soft keys	
Hold / Resume key	
Transfer	
Conference	
Phonebook	
Access to Call logs	
Access to voicemail	
Status key	
Headset key	
In idle mode: ringer off / In communication mode: mute/unmute a call	
Access to redial list	
Activate/deactivate hands free	

Display icon description

Icon	Description	Icon	Description
	In handsfree mode		New VM Messages
	In headset mode		Call Forward activated
	In handset mode		Do not disturb activated
	Mute activated		Missed call(s)
	Ringer off		Received call
	Call is on hold		Dialed call
	Auto answer activated	HD	HD audio call
	Internet is disconnected (flashing)	TLS	Encrypted voice call
	Keypad locked		

Phone web interface

1. Press i to check phone IP address or **Menu** > **1 Status** > **2 IP**.
2. Open a web browser on your computer. Enter http:// and the IP address in the address bar and validate.
3. Default login and password are « admin/admin » for administrator.
4. Minimum config is sip account. Check administrator guide or details.

Language setting

- Press **Menu** soft key > **3 Settings** > **1 Basic Settings** > **7 Language**.
- Select the desired language and press (OK).

Making a call

- **Pre-dialling :** enter the phone number and pick up the handset.
- **Direct dialling :** lift the handset and enter the phone number.
- **Handsfree :** enter phone number and press ◄ or vice versa .
- **Headset :** enter phone number and press ⌒ or vice versa.

Accepting a call

- **With the handset :** pick up the handset.
- **With a headset :** press ⌒ .
- **With the handsfree :** press ◄.

Putting a call on hold

- Press 🎵 or **Hold** softkey. To retrieve the call press again 🎵 or **Resume** soft key.

Note : with more than one active call, select desired call with the navigator keys and use the corresponding hard or soft key to hold or resume.

3-party conference

1. Once in line with 1st caller, press 👥 or **Conf** soft key, 1st caller is put on hold.
2. Then call the 2nd number.
3. After, 2nd call is established, press 👥 or **Conf** soft key to set up the conference.

Call transfer

Attended transfer :
1. Press (> (or **Transfer** soft key during the active conversation, the call is put on hold.
2. Dial the second telephone number.
3. When the call is answered, press (> (or **Transfer** soft key to complete the operation.

Blind transfer :
1. Press **Transfer** soft key during the active conversation, the call will be on hold.
2. Then enter the 2nd telephone number and press again (> (or **Transfer** soft key.

Keypad lock

- Long press **#** 🔒 key to lock keypad.
- To unlock, enter lock password (123 by default).

Call forward

1. Press **Menu** > **2 Features** > **1 Call Forward**.
2. Select the line, the type of forward, enter the destination number and status and **Save**.

Call list

1. Press 📞, or up navigation key, or **Menu** > **6 Call Logs** > **1 Local Call Logs**.
2. Scroll through the list using navigation keys.
3. To dial an entry, press **Dial** soft key or pickup handset or press ⌒ or ◄ .

Phonebook

Access phonebook :
1. Press 📖 or **Dir** soft key.
2. Select **Contacts** or other phonebook.
To dial an entry, press **Dial** soft key or pickup handset or press ⌒ or ◄ .

Add new entry :
1. Press 📖 or **Dir** soft key > **1 Contacts** > Press **Add.**
2. Enter name and number and press **Save** soft key.

Speed dial

To add a speed dial entry (1-9, 0): press 📖 or **Dir** > **6 Speed dial**. Select key and **Edit** name, number and account and press **Save**.
To dial out: press the digit (1 to 9 or 0); speed dial name will be offered. Press **Dial** or continue normal dialing.

Programmable keys

Program DSS keys :
1. You can use the phone web interface to configure the keys at both sides of the display, or
2. You can press any or these keys which is still blank, select a function, value and key name and press **Save**, or
3. You can go to **Menu** > **3 Settings** > **1 Basic Settings** > **1 Keyboard** > **1 DSS Key settings**. Select the key, function and value if needed and press **Save**.

Program other keys :
1. You can also configure shortcuts for the navigation keys, and which softkeys will be displayed in idle mode.
2. To do so, go to **Menu** > **3 Settings** > **1 Basic Settings** > **1 Keyboard**, select among the possible configurable items, and select your desired value and press **Save**.

Redial

1. Press ▲, select the desired call and press **Dial** soft key or pickup handset or press ⌒ or ◄ .

Do not disturb

1. Press **DND** softkey, or **Menu** > **2 Features** > **5 DND**.
2. Select the line and status, and press **Save** soft key.

Voice mail

1. To access your voice mailbox, press ✉, number of messages will be indicated if provided by your server or pbx. .
2. Select the line and press **Dial** to call .