

**Declaration of conformity for the European Community**



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](http://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 interferences 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!**

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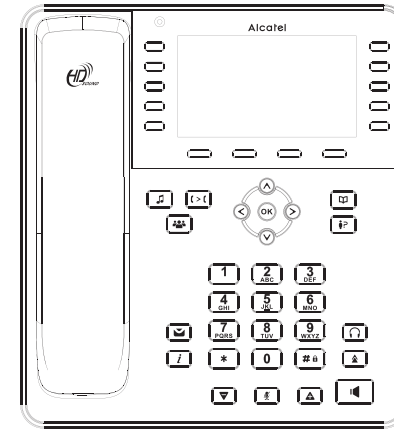
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Model : SP2505G  
A/W No.: 10001760 Rev.0 (EN)  
Printed in China

# Alcatel

# SP2505G QUICK START GUIDE



- Messages waiting indicator
- Line/multifunction keys
- Up navigation key
- Down navigation key
- Left and right navigation keys  
Idle screen shortcut browsing
- 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**

	In handsfree mode		New VM Messages
	In headset mode		Call is on hold
	In handset mode		Pink icon: DND activated Gray icon: DND deactivated
	Mute activated		Missed call(s)
	Ringer off		Received call
	Call Forward activated		Dialed call
	Auto answer activated		HD audio call
	Internet is disconnected (flashing)		Encrypted voice call
	Keypad locked		

## Phone web interface

1. Press **i** to check phone IP address or **Menu > Status > 2 IP**. Open a web browser on your computer. Enter http:// and the IP address in the address bar and validate.
2. You may instead scan the QR code available in **Menu > Applications > 3 QRCode**.
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 > **Basic > 1 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 **Conference** soft key, 1st caller is put on hold.
2. Then call the 2<sup>nd</sup> number.
3. After, 2nd call is established, press **👥** or **Conference** 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 > 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 **Menu > Call Logs > 1 Local Call Logs**.
2. Scroll through the list using **📞**.
3. To dial an entry, press **Dial** soft key or pickup handset or press **📞** or **📞**.

## Phonebook

### **Access phonebook** :

1. Press **📞**.
2. Select **Local Contacts** or other phonebook.

To dial an entry, press **Dial** soft key or pickup handset or press **📞** or **📞**.

### **Add new entry** :

1. Press **📞 > 1 Local Contacts > 1 All contacts > Press Add**.
2. Enter name and number and press **OK**.

## 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 **OK**, or
3. You can go to **Menu > Basic > 6 Keyboard > 1 DSS Key settings**. Select the key, function and value if needed and press **OK**.

### **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 > Basic > 6 Keyboard**, select among the possible configurable items, and select your desired value and press **OK**.

## 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 > Features > 4 DND**.
2. Select the line and status, and press **OK** 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 .