

IP PHONES 55I, 57I, 57ICT
QUICK
REFERENCE
GUIDE



RGTS
Rockefeller Group Technology Solutions™

QUICK REFERENCE GUIDE

IP PHONES 55i, 57i, 57iCT

CUSTOMIZE YOUR PHONE

You can use the **Options** key or the **Web User Interface (Web UI)** to customize your phone. Permission to access the Web UI is provided by your system administrator.

Options Key

1. Press the **Options** key.
2. Press **t** or **s** to scroll through the Options menu.
3. Press **Select** or **▶**

Access the Web UI

1. Open your web browser and enter the phone's IP address or host name into the address field.
Example: http://10.17.11.14/
2. Press **Enter**.
3. At the prompt, enter "User" for the username and press **Enter** for the password. The Web UI opens.

Find the phone IP address

1. Go to **Options > Phone Status > IP&MAC Address**.
2. Press **Select** or **▶** and the IP address displays.

Restart your Phone

1. Go to **Options > Restart Phone**.
2. Press **Select** or **▶**.
3. Press **Restart** and the phone restarts.

SOFTKEYS AND PROGRAMMABLE KEYS

- The 55i has 6 programmable hard keys plus up to 20 programmable softkeys.
- The 57i has up to 10 programmable softkeys keys at the top of the phone and up to 20 programmable softkeys at the bottom of the phone.

STATUS LAMPS

Line/Call Appearances

Idle	Off	There is no call activity on this line/call appearance.
Connected	Solid	A call is connected to the phone on this line/call appearance.
Ringing	Fast Flash	A call is ringing in on this line/call appearance.
On Hold	Slow Flash	A call is on hold on this line/call appearance.







MWI Lamp

Slow Flash	You have a new message (s).
Rapid Flash	You have an incoming call.
Even Flash	One or more calls are on hold.

Speaker Lamp

On Solid	You are in Speaker mode.
Slow Flash	You are in Headset mode.
Rapid Flash	The call is muted.

Connected Call Display

 and 	These icons display when there is more call information either to the left, right or both sides of the current information you are viewing.
 or 	These icons display when there is more information on the next screen or on the previous screen.
	The call is on hold.
	The call is connected.

HOLD

Place a call on Hold

1. Press the **Hold** key while on the call.

Retrieve a call on Hold



1. Press the **Line** key where the call is on hold.

Note: The **Hold** Key and the **Goodbye** key do not retrieve a held call.

Automatic Hold

Your phone automatically puts your current call on hold when you press a new line key.

Manage Multiple Calls on Hold

1. Press  or  to scroll through the call information for multiple calls on hold.
2. Press the **Pickup** key or the **Line** key to reconnect to a held call.

DO NOT DISTURB

Press the DND key to activate or deactivate the feature.

TRANSFER

1. Press the **Xfer** key while on the call.
2. Dial the number of the destination party.

Unannounced:

3. Press the **Xfer** key again or the **Goodbye** key before the destination party answers to complete the transfer.

Or Announced:

4. Wait for the destination party to answer and announce the transfer.
5. Press the **Xfer** key again or the **Goodbye** key to complete the transfer.

Cancel a Transfer

1. Press the **Cancel** key while the destination is ringing.
2. Press the **Pickup** key to reconnect to the original party.

CONFERENCE

Establish the Conference

1. Connect to the first party to include in the conference.
2. Press the **Conf** key.
3. Dial the number of the party to add to the conference.
4. Wait for the new party to answer and announce the conference.
5. Press the **Conf** key again. The conference is established.

Cancel the third party

1. Press the **Cancel** key while the third party phone is ringing.
2. Press the **Pickup** key to reconnect to the original party.

PARK/PICKUP

Park a Call

1. Press the **Park** key from a connected call.
2. Dial the number where you want to park the call plus the **#** key, or dial **#** to park the call at your own extension.
3. Hang up or press the **Goodbye** key.



Pick Up a Parked Call

1. Lift the handset and press the **Pickup** key.
2. Dial the number where the call was parked plus the **#** key, or dial **#** to pick up a call parked at your own extension.

CALLERS LIST

There are 200 incoming call entries in the Callers List.

Callers List Display

N	The "N" at the left of the screen indicates a new call you have not reviewed.
XX New Callers	The display shows you how many new callers were added to the list since you last checked.
	Indicates an unanswered call.
	Indicates an answered call.


Access the Callers List

1. Press the **Callers** key.
2. Use the **t** or **s** to scroll through the entries in the list.

Dial from the Callers list

1. Select an entry in the list.
2. Lift the handset, press the **Speaker** key or the **Dial** key and the number is automatically dialed.

View Missed Calls

1. Use **t** or **s** to scroll through the entries. Missed calls are those marked with the telephone icon with the handset ON .

Delete the Entire Callers List

1. At the Callers List header, press the **DeleteList** key twice.

Delete one Entry in the Callers List

1. Find the entry to delete.
2. Press the **Delete** key twice to delete the entry.

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REDIAL LIST

There are 100 entries in the Redial List.

Last Number Redial

1. Lift the handset.
2. Press the **Redial** key 2 times and the number displayed on the screen is automatically dialed.

Redial from the Redial List (On-hook)

1. Press the **Redial** key one time.
2. Use **t** or **s** to find the entry to call.
3. Lift the handset, press the **Speaker** key, or press the **Dial** key and the number is dialed automatically.

View Details of an Entry

1. Press the **Details** key.

Delete Entries in the Redial List

1. Press the **Delete** key.
2. Press **Delete Item** to delete only the *one selected entry*, or press **Delete All** to delete *all entries* in the list.

CLEARSPAN FEATURE ACCESS CODES

The main call handling features for the Clearspan system have feature access codes that can be set up as speed dial keys on your phone using the Aastra Web User Interface or the Aastra Phone User Interface. You can also dial the feature access codes directly.

If you require further information or instruction, please contact Rockefeller Group Technology Solutions at 212-282-2222 or csc@rgts.com



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