

REV 1.0

---

# *Total Office Solution* **TOS 3000**



## **IP2092** **Quick Reference Guide**



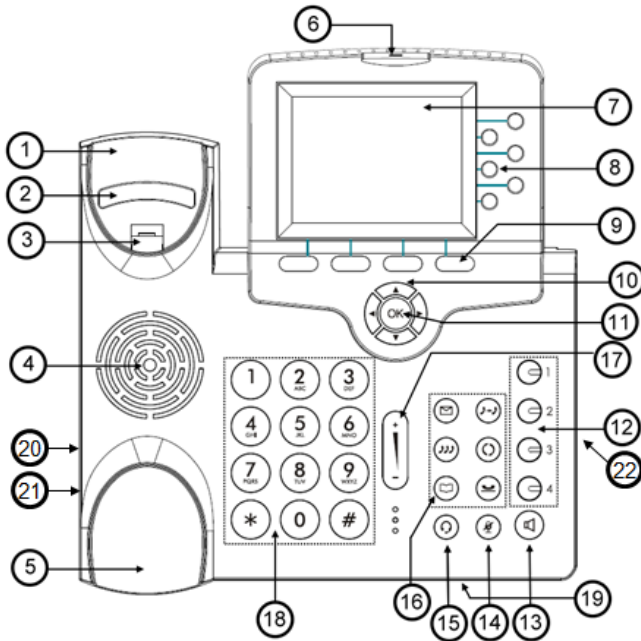
icon voice networks

# Introduction

The IP2092 includes a color, touch-screen display, dial pad, four soft keys, six self-labeling keys and an integrated three-position desktop pedestal with a wall-mount option. The IP2092 supports Power-over-Ethernet (PoE), but also ships with a 5V/2A power adapter when PoE is not available.









Use the illustrations and tables on the next few pages to familiarize yourself with the IP2092.

## IP2092 Front-View















Depending on the TOS 3000 software version and how your phone is programmed feature availability and operation may differ from the instructions in this guide. For more information contact your authorized ICON Voice Networks Dealer.

| <b>No</b> | <b>Description</b>   |
|-----------|--|
| <b>1</b>  | Handset Cradle (Top)   |
| <b>2</b>  | Hook switch  |
| <b>3</b>  | Handset hook secures the handset when the stand is set at 60o or when wall-mounted   |
| <b>4</b>  | Speaker provides sound for ringing and hands-free conversation   |
| <b>5</b>  | Handset Cradle (Bottom)  |
| <b>6</b>  | Message lamp indicates an incoming call, new voice message, or registration notification.  |
| <b>7</b>  | 3.5" color, touch-screen display. 320x240 pixels. displays features such as the time, date, telephone number, caller ID, line/call status, number of messages and soft key menus |
| <b>8</b>  | Six self-labeling, programmable keys with green LED used for line appearance and feature access  |
| <b>9</b>  | Each of the four soft keys activates the feature option displayed on the bottom line of the LCD. Soft key feature availability is dependent on the state of the telephone.       |
| <b>10</b> | The four navigation control keys ◀ ▶ ▲ ▼ allow you to scroll through text and select features on the telephone display.  |
| <b>11</b> | Use the [✓] OK / Enter Key to confirm a menu setting or a dialed telephone number.   |
| <b>12</b> | Line keys 1-4 can be used for line appearance or programmable features.<br>Line Key In-Use = Green LED.<br>Line Key Not In-Use = No LED.   |
| <b>13</b> | Toggles the speaker (headset if active) on or off.<br>Speaker On = Green LED.<br>Speaker Off = No LED.   |
| <b>14</b> | Toggles mute on or off.<br>Mute On = Red LED.<br>Mute Off = No LED.  |
| <b>15</b> | Activates Headset Mode.<br>Headset On = Green LED.<br>Headset Off = No LED.  |

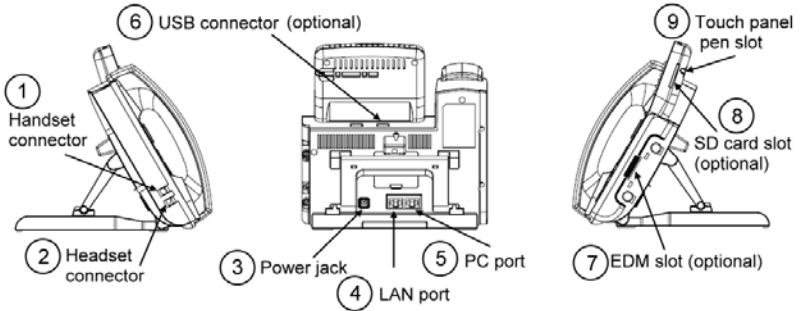
| <b>No</b> | <b>Description</b>   |
|-----------|--|
| <b>16</b> |  <p>Transfer a call to another station or number.</p>   |
|           |  <p>Redial a number from the dialed record menu list.</p>   |
|           |  <p>Press the Hold key to place a call on hold or retrieve a held call.</p>   |
|           |  <p>Press the Message key to access the voice mailbox associated with the station.</p>  |
|           |  <p>Press the Conference key to initiate a call conference call after two calls are connected.</p>  |
|           |  <p>Press the Contacts key to access your contact list to call or edit contacts.</p>  |
| <b>17</b> |  <p>Volume Control use to adjust the ringer, handset, headset, or speakerphone volume level or turn off the audio.<br/>Adjust ringer volume when the station is idle.<br/>Adjust the handset, headset, or speaker volume (when active).</p> |
| <b>18</b> |  <p>Dial Pad</p>  |
| <b>19</b> | Microphone input under the IP2092 lower front edge.  |
| <b>20</b> | RJ-9 handset jack for connecting the handset cord.   |

| <b>No</b> | <b>Description</b>  |
|-----------|---|
| <b>21</b> | RJ-9 headset jack for connecting a headset.   |
| <b>22</b> | Extension Dial Module (EDM) Port The optional EDM connects to the IP2092 and adds 24 programmable keys. |

## LED Overview

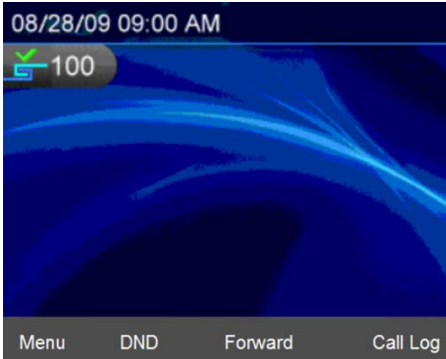
| <i>LED</i>   | <i>Color</i>   | <i>Status</i> | <i>Description</i>  |
|--|--|---------------|---|
| <br>Message                 | <br>Red     | Off           | Idle or no new message.   |
|  |  | Steady        | Phone is booting  |
|  |  | Slow flash    | New message indication  |
|  |  | Fast flash    | IP2092 cannot register to TOS3000 system.                               |
| <br>Speaker key             | <br>Green   | Off           | The hands-free speaker is not in use.                                   |
|  |  | Steady        | In on-hook dialing mode or hands-free talking mode.                     |
| <br>Mute key                | <br>Red     | Off           | The microphone is on for handset, headset, or hands-free mode.          |
|  |  | Steady        | The microphone is off (muted) for handset, headset, or hands-free mode. |
| <br>Headset key             | <br>Green   | Off           | Headset mode is disabled.   |
|  |  | Steady        | Headset mode is enabled.  |
| <br>Self-Labeling keys 1-6 | <br>Green  | Steady        | Line Key: In use<br>Feature Key: function enabled.                      |
|  |  | Slow flash    | Call held on line.  |
|  |  | Fast flash    | Incoming call ringing on line.  |
| <br>Lines keys 1-4        | <br>Green | Off           | The line is idle  |
|  |  | Steady        | The line is active (dialing or on a call).                              |
|  |  | Slow flash    | A call is on hold.  |
|  |  | Fast flash    | Incoming call.  |







## IP2092 Side and Rear-View






| No | Description  |
|----|--|
| 1  | <b>Handset connector</b> - RJ-9 jack for connecting handset cord.  |
| 2  | <b>Headset connector</b> RJ-9 jack for connecting headset cord.  |
| 3  | <b>Power jack</b> If a power source from adapter is required, please use the standard power adaptor (5VDC/2A) supplied in the package. |
| 4  | <b>LAN port</b> RJ-45 Jack 10/100Mbps Ethernet port for connecting to IP network.  |
| 5  | <b>PC port</b> RJ-45 Jack 10/100Mbps Ethernet port for connecting to PC or Notebook.   |
| 6  | <b>USB connector</b><br>Not used   |
| 7  | <b>EDM Connector</b> used for connecting and optional EDM unit that adds an additional 24 programmable buttons.                        |
| 8  | <b>SD card slot</b> used for inserting a SD card to store multimedia such as images and recordings.                                    |
| 9  | <b>Touch panel pen slot</b>  |

# IP2092 LCD Screen Indications



| <i>Icon</i>   | <i>Description</i>  |
|---|---|
|    | Indicates the IP2092 phone has successfully registered.                                       |
|    | Indicates the IP2092 phone has failed to register.  |
|    | Indicates the network cable is disconnected.  |
|  | Indicates you have a new missed call. Please enter <b>CallLog</b> to see the new missed call. |
|  | Indicates Call Forwarding is active on the phone.   |
|  | Displayed when "Auto Answer is enabled. Incoming calls will be answered automatically.        |



| <i>Icon</i>   | <i>Description</i>   |
|---|--|
|  | Indicates Do Not Disturb is active at the phone. Calls will not ring the phone.  |
|  | Indicates there are unread voice mail messages in your inbox.<br><br>To retrieve the message press the message key  . |

## IP2092 LCD Menu Functions

| <i>Option</i>  | <i>Description</i>  |
|----------------|---|
| Contacts       | Contact List  |
| Multimedia     | Photo Viewer and Voice Recorder applications  |
| File Browser   | Access files stored on the phone flash drive. For example, calls recorded using the Voice Recorder application.   |
| Applications   | Alarm Clock<br>Calendar with Notes function<br>Note pad<br>World Clock<br>Painting Board  |
| Phone Settings | Volume Settings – Set the default values for speaker, handset, headset, and microphone<br>Display Settings – Change the display contrast or background wallpaper image<br>Call Settings – Program DND, Auto Answer, Call Waiting and Call Forwarding<br>Call Blocking – Program up to 30 call blocking numbers<br>EDM Settings – Program the keys on the optional EDM unit<br>Phone Lock – Program the phone lock settings<br>Reboot – resets the phone |
| Configuration  | Requires Administrator Password to access.<br>Contains network settings.  |
| Information    | Displays addressing of the phone  |

# Desktop Stand Adjustment

The illustration below describes how to configure the IP2092 desktop stand.



Steps D, E, and F demonstrate the 30°, 45°, and 60° pedestal positions.

## Basic Call Features

### Three Ways to Use the Phone:

1. **Handset** – Lift the handset from the cradle to answer.
2. **Hands-Free / Speakerphone** – You can enter hands-free mode by pressing the Speaker key. To end a call, press the Speaker key to hang-up.
3. **Headset** – The Headset key is used to enable/disable headset mode, when enabled, it will switch the phone from hands-free to headset mode when the Speaker key is pressed. **When in headset mode use the Speaker key to answer and end a call.**

### **Making a Call:**

1. Lift the handset or press the Speaker key. Note. If using a headset make sure the Headset key is active.
2. Use the dial pad to dial an extension number or outside phone number. You may also choose to dial a phone number by entering the IP address of the telephone. E.g., to dial 192.168.1.11, enter the following: 192\*168\*1\*11.
3. Press OK or the Dial soft key to dial the number, or wait for the dial timeout (default 5 seconds). The IP2092 will select the first available line to dial the number.
4. When your party answers, begin speaking.
5. Hang up to end the call.

### **Receiving a Call:**

1. Lift the handset or press the Speaker key. Note. If using a headset make sure the Headset key is active.
2. Begin speaking.
3. Hang up or press Speaker to end the call.

### **Conference:**

1. While on an active call, you can invite another party to join using the 3-party conference call feature.
2. Place the first call on hold by pressing the Hold key.
3. Dial another extension, or, press a line key and dial outside telephone number.
4. When the outside party answers press the Conference key to start the three-way conference. The LCD will display CONF to show that the two calls are joined in the conference.
5. Please note the conference call will end for all parties when the TOS 3000 extension hangs up.

**Do Not Disturb (DND):**

1. Use this feature to prevent calls from ringing at your extension. When enabled, calls will follow the DND forward setting (default voice mail).
2. Press the LCD Menu DND soft key. Notice the DND icon at the top right corner of the display.

**Hold:**

1. While on an active call press the Hold key.
2. To pick-up the held call, press the Hold key or if the call is held on a Line key, you can also press the Line key to pick-up the call. You can also use the Navigation key to scroll through the list of calls on the display.

**Last Number Redial:**

1. Press the Redial key.
2. The IP2092 phone will dial the last number dialed.

**Mute:**

1. During a conversation (handset, headset, or hands-free), you can mute the microphone by pressing the Mute key. The Mute key will light red when mute is active.

**Transfer (Blind Transfer):**

1. While on an active call press the Transfer key.
2. The system will prompt you to enter the number where you would like to transfer the call.
3. Use the dial pad to dial an extension or outside telephone number and press OK.
4. Hang up to complete the transfer.

**Transfer (Supervised Transfer):**

1. While on an active call place the first call on hold by pressing the Hold key.
2. Use the up/down arrow navigation keys to select

an unused channel to dial.

3. Use the dial pad to dial an extension or outside telephone number and press OK.
5. When the called party answers you can speak to the called party before transferring.
6. Press the Transfer key to complete the transfer.

#### **Voice Mail:**

1. Press the Message key or dial the voice mail access code \_\_\_\_\_ to access your voice mailbox.
2. When prompted, enter your voice mailbox pass code.

#### **Volume Adjustment While on a Call:**

1. During a conversation (handset, headset, or hands-free), you can adjust the receive audio through the handset, headset or speaker using the volume control key.
2. Press the volume control + key to raise the volume or volume control – key to lower the volume. The audio level will display on the LCD. Please note that the lowest level turns the receive audio OFF.

## **Advanced Call Features**

#### **Call Blocking Based on Caller ID:**

1. Press the Menu soft key using the soft key button or touch screen.
2. Select Phone Settings.
3. Select Call Blocking
4. Editing the Call Blocking List. To edit one of the 30 entries, select Call Blocking Entries, then a number (1-30). Use the navigation keys to scroll the list. Press OK, then Edit to enter a number.

When finished press OK to save. Calls from this number will no longer ring your extension when call blocking is enabled.

5. Enable/Disable Call Blocking. To enable or disable call blocking select “Enabling Caller Block,” then choose Disable or Enable. When enabled all of the numbers programmed in the call blocking list will be blocked from ringing your extension.

### **Call Forward:**

1. Press the Forward soft key.
2. Scroll to select the call forwarding type you want to activate. Select Unconditional to forward all calls, No Answer Forward to forward only unanswered calls or Busy Forward to forward only busy calls.
3. Select Enable/Disable to activate or deactivate.
4. Select Forwarding Number to check or reprogram the forwarding destination.

### **Call Log:**

1. Press the Call Log soft key.
2. Use the Up/Down Navigation Keys to select the call log type, All, Incoming, Dialed, Missed.
3. Use the navigation keys to scroll the list. To choose an entry touch or press OK.
4. You may choose to Dial, Delete/Delete All Number(s) or press Cancel to exit the menu.

### **Contacts:**

The Contacts feature allows you to store a list of phone numbers for fast dialing. The IP2092 can store up to 200 entries.

#### **Browse Contacts**

1. Press the Contacts key.  
Or,  
press the Menu soft key and select Contacts.

2. Select Index to browse contacts by groups of ALL, Private and Public.
3. To dial a contact simply select their number using the touch screen or navigation keys.

### **Edit Contacts**

1. Use the Navigation keys or touch screen to select the desired field.
2. Press Edit
3. Use the dial pad to edit the field.
4. Press Save.
5. To delete an entry, press the Delete soft key and YES when asked to confirm.

### **Ring Type**

The IP2092 allows you to select a one of 13 (0\*12) distinctive ring types for your phone. (Default = 0). In order to access this feature you need to know the phone administrative pass code.

1. Press the Menu soft key by touching or using the navigation keys / OK.
2. Select Configuration
3. When prompted enter the phone administrative pass code followed by OK.
4. Choose Tone Settings
5. Choose Ring Type Selection
6. Use the navigation keys or touch screen to enter a new Ring Type (0-12) and press Save.

### **Speed Dialing**

The Speed Dialing feature lets you store a list of 10 phone numbers for quick dialing. Requires a Speed Dial Key programmed on the phone.

#### **Speed Dialing a Number**

1. Press the programmed Speed Dial Key.

2. Use the navigation keys or touch screen to scroll through the speed dial list.
3. Press the Dial soft key to dial a number.

### **Editing your Speed Dial Directory**

1. Select the desired speed dial bin number.
2. Press the Edit soft key.
3. To edit an existing number, use the Backsp soft key to clear the number and use the dial pad to enter a new number
4. Press OK and follow the screen prompts to save.



# Phone Information

Extension Number: \_\_\_\_\_

Administrator Pass code: \_\_\_\_\_

Voice Mail Access Code: \_\_\_\_\_

IP Address: \_\_\_\_\_

MAC Address: \_\_\_\_\_

Serial Number: \_\_\_\_\_







icon voice networks

8001 Jetstar Drive  
Irving, TX 75063  
[www.iconvn.com](http://www.iconvn.com)

Printed in USA

Part Number: 702404