Quick start guide

Introduction

This quick start guide provides you with the basic installation, setup, and operation instructions. A limited set of features are described in abbreviated form.

You may refer to the user’s manual for complete installation and operation instructions for this innovative and feature-rich VTech product.

Parts checklist

Your VCS754A SIP Conference Phone with Four Wireless Mics package contains the following items. Save your sales receipt and original packaging in the event warranty service is necessary.

- Quick start guide
- Base unit
- Wireless mic ×4
- Battery ×4
- Battery door ×4
- Power adapter
- AC power cord (plug shown may differ depending on your territory)
- DC power cable
- Ethernet cable
- USB cable
- User’s manual

Connect base unit

Connect the base unit as shown below.

1. Plug one end of the DC power cable into the power jack of the base unit, and plug the other end into the VCS754A jack of the power adapter. Route the cord through the slots.
2. Plug one end of the Ethernet cable into the LAN jack of the power adapter, and plug the other end into a network switch or router.
3. Plug the small end of the AC power cord into the power jack of the adapter, and plug the large end into a wall outlet not controlled by a switch.
4. Optional: Plug the mini-USB end of the USB cable to the base unit. Connect the other end of the USB cable to a PC (to use PC speakerphone mode).

Install the wireless mic battery

1. Place the battery (with the label THIS SIDE UP facing up) into the battery compartment.
2. Slide the battery door until it clicks into place.
3. Place the wireless mics into the charging cradles until they are flush.

Status indicators overview

Status indicators on the base unit

- **Power up**: Orange for about two seconds.
- **On the cradle**: Orange when charging in the cradle except during registration. Flash red and green alternately when the non-registered wireless mic is charging on the cradle.
- **Off the cradle**: Green during a call. Red when the call is muted. Off when the wireless mic is in idle mode or without a battery. Flashes orange when the wireless mic’s battery is low. Flashes green when there is an incoming call. Flashes red slowly when the wireless mic is: • out of range; or • not registered; or • off cradle during paging (with a paging tone).
- **During registration**: Flashes red and green alternately.

- **New message (or missed call*)**: Orange
- **Incoming call**: Green for about two seconds.

*Depending on your configuration.

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*Depending on your configuration.
When viewing a directory entry, press \texttt{SELECT} on the base unit.

If you do not hear a dial tone:
- Recheck the installation diagram and connections to the unit.
- Ensure the unit is correctly configured with the correct SIP account information. For more information, see the VCS754A Administrator and Provisioning Guide.
- Consult your service provider if you require additional user accounts or if you suspect a service disruption is at fault.

Use a wireless mic during a call
1. During a call, lift a wireless mic from the base unit charging cradle, and then put it on the table. The status indicator on the wireless mic turns green.
2. Speak towards the microphone on the wireless mic.

Operating range
This wireless mic and base unit can communicate over a distance that can vary with the locations of the base unit and wireless mic, the weather, and the layout of your office.

When the wireless mic is out of range, its status indicator flashes red slowly. The wireless mic will sleep after being out of range for 30 minutes. Therefore, you should always return the wireless mic to the charging cradle after use.

If there is an incoming call while the wireless mic is out of range, the incoming call green light may not flash on the wireless mic. If it flashes, the call may not connect well when you press \texttt{SELECT} on the base unit. Move the wireless mic closer to the base unit, and then press \texttt{SELECT} on the base unit to answer the call. If the wireless mic moves out of range during a telephone conversation, there may be interference. To improve reception, move closer to the base unit.

Answer a call
Press \texttt{SELECT} on the base unit to answer an incoming call.

Redial a call
1. From the idle screen, press the \texttt{Up} navigation key. The \texttt{Call Log} soft key appears.
2. Press \texttt{Call Log} to view the Call history menu.
3. Select the All calls, Missed calls, Received calls, or Dialed calls list.
4. On the list you are viewing, press the \texttt{Down} or \texttt{Up} navigation key to view the entry you want to dial.
5. Press \texttt{Dial} to dial the number.

Mute a call
The mute function allows you to hear the other party while you mute your audio.

To mute a call:
During a call, press MUTE ALL on the base unit or a wireless mic. The status indicators on the base and off-craddle wireless mics turn red. All microphones in the system are muted until the mute function is turned off.

To take the call off mute:
Press MUTE ALL on the base unit or a wireless mic to enable all microphones in the system. The status indicators turn green.

Volume
During a call, press \texttt{Up} or \texttt{Down} to adjust the listening volume (1–10).
- \texttt{Up} increases the listening volume.
- \texttt{Down} decreases the listening volume.
- \texttt{Up} and \texttt{Down} keys are not available when the mute function is turned off.
- You can adjust the listening volume using the \texttt{Menu} key.

Temporarily silencing the ringer
When the base unit is ringing, you can temporarily silence the ringer of the base unit without disconnecting the call. The next ring calls normally at the preset volume.

To silence the ringer:
Press MUTE ALL on the base unit.

Directory setup
The directory can store up to 200 entries.

Add a directory entry
1. Press \texttt{MENU} when the base unit is not in use.
2. With Features highlighted, press \texttt{SELECT}.
3. Press \texttt{Up} to highlight Directory, and then press \texttt{SELECT}.
4. Highlight the Directory to which you want to add entries (Local or Blacklist), and then press \texttt{SELECT}.

The directory appears, showing the first entry (sorted alphabetically by first name).

- \texttt{Loca} for Local entries
- \texttt{Blk} for Blacklist entries

5. When viewing a directory entry, press \texttt{Up} or \texttt{Down} until the \texttt{Edit} soft key appears.
6. Press \texttt{Edit}.

A blank directory entry appears.
7. Use the dial pad keys to enter the first name, last name, and contact numbers.
8. Press \texttt{ABC} to switch between entering upper-case letters, lower-case letters, and numbers.
9. Press \texttt{Backspc} to delete incorrect characters.
10. After completing a line, press \texttt{Up} to move to the next line.
11. When you have entered the desired information and selected the ringtone you want to use for this contact, press \texttt{Save}.

Edit a directory entry
1. When viewing the desired directory entry, press \texttt{Up} or \texttt{Down} until the \texttt{Edit} soft key appears.
2. Press \texttt{Edit}.
The directory entry edit screen appears.
3. Use the dial pad keys to change the first name, last name, and contact numbers as desired.
   - You can edit the name and numbers, and change the ringtone.
   - Press \texttt{ABC} to switch between entering upper-case letters, lower-case letters, and numbers.
   - Press \texttt{Backspc} to delete incorrect characters.
   - After completing a line, press \texttt{Up} to move to the next line.
4. Press \texttt{Save}.

Call history
The call history provides available name and number information for the last 200 incoming and outgoing calls. The newest entries replace the oldest. You can view call history information on separate lists for all calls, missed calls only, received (answered) calls only, and dialed calls only.

Missed call indicator
When there are calls that have not been answered, the screen displays XX missed calls. Whenever you view the call history, or the base unit resumes power after power outage, the missed call screen goes away.

Viewing the call history
1. When the phone is idle, press \texttt{MENU}.
2. With Features highlighted, press \texttt{SELECT}.
3. Press \texttt{Up} to highlight Call history, and then press \texttt{SELECT}.
The Call history screen appears.

- \texttt{Call history} for all calls
- \texttt{Missed calls} for missed calls
- \texttt{Received calls} for received (answered) calls only
- \texttt{Dialed calls} for dialed calls only

4. Press \texttt{Up} to highlight the desired call history folder.
5. Press \texttt{View} to see call history entries in the highlighted folder.
The first entry appears.

3-way conference
To create a conference call:
1. Press \texttt{SELECT} on the base unit.
2. When you hear a dial tone, dial the number of the first call.
3. When the first call is connected, press \texttt{Conf}.
The Conference with... screen appears and the current call is put on hold.
4. Enter the new outgoing call number.
5. When the second call is connected, press \texttt{Conf}.
A 3-way conference is established.

End a call
To end the call:
Press \texttt{SELECT} on the base unit during a call.

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IMPORTANT:
Refer to the user’s manual for a full set of installation and operation instructions.

Specifications are subject to change without notice.
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