

 Edge 300

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Voice IP Endpoint for  
CONVERSip MP5000  
User Guide



 VERTICAL

# Edge 300 Voice IP Endpoint User Guide

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## **DISCLAIMER/COMPLIANCE**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna
- Increase the separation between the equipment and receiver
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected
- Consult the dealer or an experienced radio/TV technician for help



# SECTION 1 - INTRODUCTION

## ABOUT THIS MANUAL

This manual describes how to use the CONVERSip Edge 300 Voice IP Endpoint, models Edge 300-12 and Edge 300-24.

This manual is intended to provide:

- basic knowledge of the functions and features of the Edge 300 LCD user interface.
- step-by-step procedures for processing calls and controlling individual extension settings.

## AUDIENCE DESCRIPTION

This manual is intended for persons who use CONVERSip Edge endpoints on a day-to-day basis.

You should:

- read this manual in normal reading sequence before first using the Edge 300 User Interface.
- refer to this manual as necessary while modifying your endpoint settings.

## RELATED PUBLICATIONS

This manual refers you to related publications, when appropriate, for additional information.

## SOME CONVENTIONS USED IN THIS MANUAL

Many of the procedures require you to enter settings or to choose from a list of variables. To signify when you are to act upon an item, parameter, button, etc. we italicize the name of the item being acted upon. For example, the following sentences instruct you to press a specific key on your keyboard.

- Press *Enter*.
- Press *Esc*.
- Press *Page Up* or *Page Down*.
- Press and hold the *Shift* and *Ctrl* keys simultaneously.

## SECTION 2 - OVERVIEW

Before you start using your Edge, take a quick look at its layout. The endpoint has three soft keys, 12 or 24 programmable buttons (see illustrations below), seven fixed function pad buttons, volume up and down buttons, an LCD, and a standard dial pad.

### EDGE 300 BASIC ELEMENTS

The Edge 300-24 and Edge 300-12 models are identical except for the number of programmable buttons available. Review the image below that is appropriate for the model you are using.

#### Edge 300 - 24 Button Model



*Does Your Phone Have 12 or 24 Programmable Buttons? (continued on next page)*

**Does Your Phone Have 12 or 24 Programmable Buttons? (continued)****Edge 300 - 12 Button Model**

When your new Edge 300 arrives, the system installer unpacks the phone and connects the line cord to a network jack. The following sections describe a few initial adjustments that allow you to quickly begin making and answering calls.

## POSITIONING THE EDGE 300

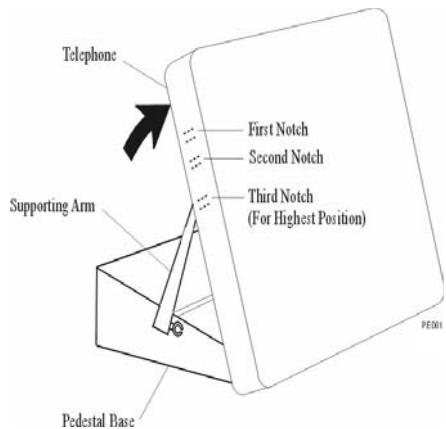
You should adjust the position of the Edge 300 on your desk or table to suit your individual needs and maximize the performance of the sound activated features. When using your Edge 300 as a speakerphone, the microphone and loudspeaker are farther from you than when you use a handset. Some positioning tips to consider include:

- For the microphone to best detect your voice, speak within three feet of it and face the speakerphone.
- Background noise may prevent the sound-activated switches from operating properly. Avoid placing the speakerphone where it will detect sounds from typewriters, keyboards, printers, paging systems, and other equipment.
- Place the Edge 300 on a hard surface and away from table edges. Do not place the Edge 300 in corners or enclosures. Do not let obstructions come between you and the microphone.

The Edge 300 has an adjustable pedestal to allow you to select the most comfortable viewing angle. When you receive the Edge 300, the pedestal is in its lowest position—flush against the pedestal.

To adjust the pedestal, perform the following tasks.

- 1) Grasp the rear of the pedestal base firmly with one hand and lift the rear portion of the Edge 300 upward with your other hand.
- 2) Lift the Edge 300 upward with one hand and raise the Edge 300 supporting arms upward with your other hand.
  - *Notice there are three sets of notches under the Edge 300 corresponding to the three positions available.*



*Positioning the Edge 300 (continued on next page)*

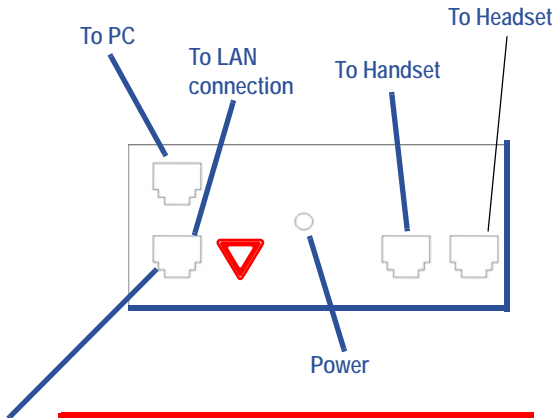
### Positioning the Edge 300 (continued)

- When the Edge 300 is at the desired height, select the closest pair of notches and insert the supporting arms in the notches. Press down slightly on the Edge 300 until you feel the supporting arms snap into place.

**Note:** Also remember, as with any piece of electronic equipment, your Edge 300 may be damaged by contact with liquids. So please try to place the Edge 300 in an area that is free from the danger of spills.

## MAKING THE CONNECTIONS

The connectors for attaching your Edge 300 to the network are located on the underside of the instrument. Here you will also find connectors for attaching the power supply and an optional headset. You can also connect a cable from the Edge 300 to your PC so that both devices can operate with a single network cable. The following diagram shows the cable connection locations.



**Caution:** Do not connect this jack directly to a central office line.

**Note:** Some types of network equipment can provide the power for the Edge 300 instrument through its Ethernet connection. In those instances, the external power supply is not required.

## ADJUSTING THE VOLUME

Adjusting the volume on the Edge 300 endpoint affects the loudness of the speaker, handset, headset (if equipped), and ringer. Refer to Figure 1-1 for the location of the volume control.

### *To Adjust the Volume During a Call*

Press the volume up or volume down button on the Edge 300.

- *The Edge 300 adjusts the volume incrementally each time you press the button.*
- *The volume setting remains in effect for the current call only.*

### *To Adjust the Volume for All Calls*

Select *Menu>1 Hardware Settings>1 Handset Volume* and set the handset volume you want to use on all calls.

- *The new setting remains in place until you make subsequent adjustments.*
- *In the same manner, you can adjust your default speaker volume (Menu>1 Hardware Settings>2 Speaker Volume), default headset volume (Menu>1 Hardware Settings>3 Headset Volume), and default ring volume (Menu>1 Hardware Settings>4 Ring Volume).*

## USING THE LCD MENU

The Edge 300 menu allows you to view or modify the configuration settings of your Edge 300, and to view the call activity log. Some items are password protected and should only be changed by the installer or administrator, since doing so could adversely affect the operation of your phone.

Normal display on your Edge 300 LCD consists of the date and time on the first line, and the soft key labels on the second line.



**Note:** If you want to see the extension number assigned to this Edge 300, either lift the handset or press the **SPEAKER** button; the Edge 300 displays the extension number in the lower left corner of the LCD.

If you have unread voice mail messages waiting, the display shows you the number of messages.



## Call Voicemail

To call the voice mail system, press the **VMAIL** or **VM:2** soft key.

*Using the LCD Menu (continued on next page)*

*Using the LCD Menu (continued)*

## Use the Submenus (e.g., Hardware, Information, Network, etc.)

- 1) To enter the configuration submenus, press the *MENU* soft key.



- 2) Press *NEXT* to advance to the next menu choice.
- 3) To select an item, press the *ENTER* soft key.
- 4) To return to the previous level, press the *BACK* soft key. To advance to the next item on the current menu, press *NEXT*.
  - If the displayed results extend beyond the viewing area of the LCD, the soft key functions change to allow you to scroll to the left or right.



## Main Menu Options

The following selections are available from the Edge 300 menu.

### MAIN MENU OPTION 1

**HW Settings**—sets the default volume level for the handset, speaker, headset, and ringer; enables/disables call waiting tone.

→ **1 Handset Volume**—allows you to set the current volume setting for the handset, from 1 to 8, with 8 being the highest. The default is level 3.

→ **2 Speaker Volume**—allows you to set the current volume setting for the speaker, from 1 to 8, with 8 being the highest. The default is level 3.

→ **3 Headset Volume**—allows you to set the current volume setting for the headset, from 1 to 8, with 8 being the highest. The default is level 3.

→ **4 Ring Volume**—allows you to set the current volume setting for the ringer, from 1 to 8, with 8 being the highest. The default is level 1.

→ **5 Call Wait Tone**—allows you to enable or disable the tone the Edge 300 sounds when you have a call waiting.

*Main Menu Options (continued on next page)*

*Main Menu Options (continued)***MAIN MENU OPTION 2**

- **Info**—displays call lists, system information, and LAN information.
- **1 Received Calls**—displays the last 10 calls received at your Edge 300.
- **2 Dialed Calls**—displays the last 10 calls placed from your Edge 300.
- **3 System Info**—displays the following system information.
  - **1 Network Info** shows the MAC Address, SIP Server, DHCP, IP Address, Net Mask, and GW Address.
  - **2 Codecs** shows the default audio format of your Edge 300.
  - **3 Serial Number** of your Edge 300.
  - **4 HW Version** of your Edge 300.
  - **5 SW Version** installed on your Edge 300.
  - **6 Extension** assigned to your Edge 300.
  - **7 Prog Buttons** allows you to check which programmable buttons are set. Some buttons may have been programmed by either the system administrator or the installing technician.
  - **8 Build Date** shows the time and date of the application file installed on your Edge 300.
  - **9 Boot Versions** shows the boot version of your Edge 300.

*Main Menu Options (continued on next page)*

### Main Menu Options (continued)

#### Info—(continued)

- **4 LAN Info**—displays the following LAN information.
  - **1 Received Pkts** shows the number of network packets received by your Edge 300 since the last restart.
  - **2 Sent Packets** shows the number of network packets sent by your Edge 300 since the last restart.

### MAIN MENU OPTION 3

**Network**—(requires password) used to configure the IP address settings.

- **1 IP Settings**—selects DHCP or sets the static IP parameters for this Edge 300.
- **2 SIP Server**—sets the IP address of the MP5000 unit.

*Main Menu Options (continued on next page)*

*Main Menu Options (continued)***MAIN MENU OPTION 4**

- System** - used to perform system functions.
- **1 Tests**—(requires password) allows you to perform functional tests.
- **2 Change Passwds**—allows you to change the password for this Edge 300.
- **3 Factory Defs**—allows you to restore this Edge 300 to its factory defaults.
- **4 Download**—downloads firmware changes.
- **5 Register Mode**—specifies the type of registration.
- **6 Register**—manually registers the phone with the host.
- **7 Restart Phone**—restarts the Edge 300.
- 8 Recall Timer**—allows you to set the time elapsed before the Edge 300 returns a call to your extension. Choices include System Default, and 1 - 10 minutes.



## SECTION 3 - MAKING CALLS

Vertical's Edge 300 is based on a technology called Session Initiation Protocol (SIP). This technology provides new ways to process calls not previously available with standard telephone systems.

### MAKING A CALL TO ANOTHER EXTENSION

You can make a call to another extension by dialing the number assigned to that extension, or by selecting the name of the intended party from your local address book or contact list.

To make an intercom call by dialing the extension number, perform the following steps.

- 1) When you lift the handset, or press the *SPEAKER* button, the Edge 300 plays the dial tone. The LCD display prompts you to enter the number you want to call.
- 2) Your own extension will also be displayed in the top left corner.



*Making a Call to Another Extension (continued on next page)*

*Making a Call to Another Extension (continued)*

- 3) Enter the extension number using the dial pad. If you make a mistake, press the *BACK* soft key (to backspace one digit at a time) or *CLEAR* to erase all digits and cancel.



- 4) Press the *DIAL/ANSWER* button or the *DIAL* soft key.
- 5) The system begins placing your call. You can cancel the call before it is answered by pressing the *CLEAR* soft key.
- 6) The system rings the called extension (if idle), or plays a busy signal (if busy). If you dialed an invalid number, the system plays an audible tone indicating that the number you dialed is invalid.
- 7) When the called party answers, begin speaking.
- 8) When the call is complete, hang up the handset (or press the *SPEAKER* button if using the speakerphone).

## MAKING A CALL TO AN OUTSIDE PARTY

You can dial outside parties by including the outside line access code before dialing the number (95545000, where 9 is the access code), or by first selecting the outgoing line if you have direct access from a pre-programmed button. The default access code for outside lines is 9.

To dial an external number, perform the following steps.

- 1) Lift the handset, or press the *SPEAKER* button. The Edge 300 plays the dial tone.
- 2) Dial the number, preceded by the line access code. If you make a mistake, press the *BACK* soft key or *CLEAR* soft key to re-enter the digits.



- 3) Press the *DIAL* soft button or the *DIAL/ANSWR* button.
- 4) If all outside lines are busy, the system plays a fast busy signal, indicating that there are no lines available.
- 5) When the called party answers, begin your conversation. Note that the Edge 300 changes the soft key options on its LCD once the call connects.



- 6) When the call is complete, press the *END* soft key, hang up the handset, or press the *SPEAKER* button if using the speakerphone option.

## REDIALING A PREVIOUSLY DIALED NUMBER

The system remembers the last ten numbers you dialed. If you want to redial any of those numbers, press the *REDIAL* button on the Edge 300.

By pressing the *PREV* soft key, you can scroll through the list of previously-called numbers, and select the number from the list.

To redial a previously dialed number, perform the following steps.

- 1) Lift the handset, or press the *SPEAKER* button. The Edge 300 plays the dial tone.
- 2) Press the *REDIAL* button.
- 3) Observe the LCD display and select the number you want to dial by pressing the *PREV* soft key. The Edge 300 begins with the most recently dialed number, and works backwards from there.



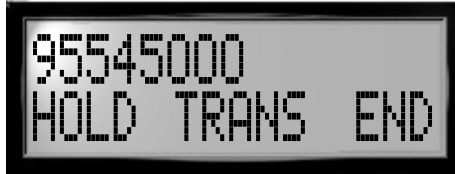
**Note:** *If a name is available via Caller ID, the system displays it instead of the number.*

- 4) When you have made your selection, press the *DIAL* soft key.
- 5) The system rings the called extension (if idle), or plays a busy signal (if busy). If you dialed an invalid number, the system plays an audible tone indicating that the number you dialed is invalid.

*Redialing a Previously Dialed Number (continued on next page)*

**Redialing a Previously Dialed Number (continued)**

- 6) When the called party answers, begin your conversation. Note that the Edge 300 changes the soft key options on its LCD once the call connects.



- 7) When the call is complete, press the *END* soft key, hang up the handset, or press the *SPEAKER* button if using the speakerphone option.

**MAKING A CALL USING A SPEED DIAL BUTTON**

To use a speed dial button to make a call, perform the following steps.

- 1) Lift the handset, or press the *SPEAKER* button. The Edge 300 plays the dial tone.
- 2) Press a pre-programmed speed dial button.
- 3) The system rings the called extension (if idle), or plays a busy signal (if busy). If you dialed an invalid number, the system plays an audible tone indicating that the number you dialed is invalid.
- 4) When the called party answers, begin your conversation.
- 5) When the call is complete, press the *END* soft key, hang up the handset, or press the *SPEAKER* button if using the speakerphone option.

## CALLING THE ATTENDANT

During the initial system configuration, the system installer assigns the extension number for the attendant.

To call the attendant, either dial their unique extension number.

**OR**

You can simply press *0* and the *DIAL/ANSWR* key or the *DIAL* soft key.

## SECTION 4 - ANSWERING CALLS

### ANSWERING INCOMING CALLS

When your Edge 300 receives an incoming call, it provides both an audible and a visual alert. The Edge 300 sounds a ringing tone from its speaker, and displays the Caller ID information about the call on its LCD display. If the incoming call is internal, the Edge 300 sounds two short ring bursts. If the incoming call is external, the Edge 300 sounds one long ring burst. If the Edge 300 is returning a call to your station (i.e., "Recall"), the Edge 300 sounds four short ring bursts.

To answer a call, perform the following steps.

- 1) As an incoming call rings at your station, pick up the handset, or press the **ANS** soft key for handsfree communications.



**Note:** You may also press the **DND** soft key to enter Do Not Disturb mode and to send the call to voice mail. Or, you can press the **DENY** soft key to send the call to voice mail (if activated) or return a busy signal to the caller (if not activated) .

- 2) Begin your conversation.
- 3) Hang up the handset, or press the **SPEAKER** button (if handsfree) to end the call.

**Note:** If you choose to ignore the new incoming call, the system treats that call as a no-answer condition, and follows the forwarding rules defined for your extension. For details on the forwarding rules for your extension, see your System Administrator.

## USING DO NOT DISTURB (DND)

When you turn DND mode on, the system plays a busy signal to all incoming callers until you turn DND mode off again.

- 1) Press the DND softkey to turn on the feature.
  - *With DND on, your Edge 300 display appears as follows to remind you that this mode is on.*



- 2) To turn DND off again, simply press the DND button.
- 3) You can specify what DND message you want the system to display in your presence management to EP200 users when you have DND turned on.
  - *There are 4 available messages: Do Not Disturb, Away From Desk, Out To Lunch, and On Vacation.*
- 4) To select a different message (the default is Do Not Disturb), press the up or down arrow key. The Edge 300 displays the next message in the list on the top line.



- 5) Press the *up* or *down* arrow key until the message you want to use for this DND session appears.
  - *Once you turn DND off by pressing DND again, the Edge 300 resets the message to Do Not Disturb.*

## HANDLING MULTIPLE CALLS

If your System Administrator has programmed this capability for you, you can receive incoming calls even when your line is busy.

If you are already on a call and another call comes in, the Edge 300 alerts you with series of short beeps. The system also changes the caller ID information to reflect the incoming call.

- 1) To answer the incoming call, press the *DIAL/ANSWER* button.
  - *The Edge 300 puts the first caller on hold, and connects you to the incoming call.*
- 2) You can toggle between calls by simply putting the current call on hold, and retrieving the held call. For details on putting calls on using the hold feature, see “Using Call Hold” on page 27 and “Retrieving a Held Call” on page 29.



## SECTION 5 - PROCESSING CALLS

### MUTING THE MICROPHONE

You can mute the microphone on the Edge 300 so that the distant party cannot hear any audio from your microphone. This setting affects the transmitter of the handset, headset, and the built-in microphone of the Edge 300. This condition remains in effect until the call ends, or until you press the button again, whichever occurs first. While in mute is in effect, the Edge 300 lights the mute button.

- 1) To mute the microphone, press the *MUTE* button.
- 2) To restore to normal operation, press the *MUTE* button again.

### USING CALL HOLD

You can place a call on hold and retrieve it later. After the call has been on hold for the period of time, the Edge 300 sounds four short ring bursts to your extension.

***Note:** If you place a call on hold, only you can retrieve that call from hold. If you want to place a call on hold that can be retrieved by someone else, use the call park feature instead. For details on call park, see “Parking Calls” on page 30.*

To place a call on hold, perform the following steps.

- 1) While on an active call, press the *HOLD* button on your Edge 300. The lamp associated with this button blinks.

**OR**

*Using Call Hold (continued on next page)*

*Using Call Hold (continued)*

Press the HOLD soft key under the LCD.

- *The system plays music on hold (if equipped) to the outside caller on hold.*



- *The lamp extinguishes if the caller on hold hangs up before you retrieve the call. The LCD shows the number of calls on hold temporarily, until returning to the default idle display.*



## RETRIEVING A HELD CALL

You can only retrieve held calls that you have placed on hold. You cannot retrieve a held call that someone else has placed on hold.

- 1) Press the *SPEAKER* button or pick up the handset (if you desire privacy).
- 2) Press the flashing *HOLD* button.
  - *The system returns the call to your endpoint and then turns off the HOLD lamp.*
  - *If multiple calls are on hold at your station, you can scroll through a hold list to select the one you want to retrieve. Also, the system does not turn off the hold lamp until you have retrieved all held calls.*

## PAGING

Your system provides an all-call or a zone page feature that you access by dialing special codes. This arrangement sounds your voice announcement through the endpoint speakers (on digital stations only) or through an external paging unit.

To send a paging announcement,

- 1) Pick up the handset.
- 2) If your Edge 300 has a button assigned to Paging, press that button. If you do not have an assigned Paging button, enter 70 through 77 for zones 1–8 and press *DIAL/ANSWR*.

**Note:** *Zone 1 (code 70) provides an all-call function in the default mode. See your System Administrator for details on getting one of your Edge 300's buttons assigned to this function.*

- 3) Make announcement.
- 4) Remain on line if awaiting a reply (known as a Meet-Me page), or hang up the handset.

**Note:** *Only digital or IST endpoints can reply to a Meet-Me page.*

## Replying to a Meet-Me Page

At times other extension users may page you with instructions to meet them on line (a Meet-Me page). You can go to the nearest endpoint, dial a code, and be in contact with the paging party.

To reply to a Meet-Me page,

- 1) Lift handset of the nearest endpoint.
- 2) Dial 78 and press *DIAL/ANSWR*.
- 3) Meet paging party on line.

## PARKING CALLS

You can place an outside call on hold in the system so that it can be answered from any endpoint even though it does not have a line appearance for the call.

You do this by placing the call in a park orbit, where it remains until it is answered, or recalls to the originating endpoint.

## Placing an Outside Call in a Park Orbit

- 1) While on an outside call, press the *TRANS/CONF* button. The system places the call on hold.

**Note:** *If your Edge 300 has been assigned a pre-programmed Call Park button, you can also press that button to park the call. Each park button assignment uses a dedicated park orbit number.*

- 2) If you do not have an assigned Call Park button, enter the Call Park zone number where you wish to park the call, then press the *DIAL/ANSWR* button.
  - *The default Call Park numbers are \*910 through \*990. See your System Administrator for details on getting one of your Edge 300's buttons assigned to this function.*
- 3) The system parks the call in the orbit number you specified.
  - *Note the assigned park orbit number.*
  - *If you page another user to pick up the call, tell them the orbit number where they can retrieve the call.*

## Retrieving an Outside Call from a Park Orbit

- 1) Pick up the handset or press the *SPEAKER* button.
- 2) If your Edge 300 has a button assigned to Call Park, press that button.

### **OR**

If you do not have an assigned Call Park button, dial the park orbit number where the call was previously parked.

- *The default Call Park retrieval numbers are #910 through #990.*

- 3) Press the *DIAL/ANSWR* button to connect to the call.

## HANDLING PARK RECALLS

When a parked call times out, the system returns the call to your endpoint in the form of a park recall. The Edge 300 will sounds 4 short ring bursts to indicate a recall.

### ***Answer a Park Recall***

Pick up the handset or press the *SPEAKER* button to return the held party to your extension.

### ***Re-park a Park Recall and Restart the Park Timer***

When a previously parked call recalls to your station, press the *DENY* soft key to return the call to the original park orbit and restart the park timer.

## TRANSFERRING A CALL

You can answer a call at your Edge 300 and transfer it to another endpoint. If you first identify the caller to the party receiving the transfer, you have made a *screened* or *consultative* transfer.

### Screen and Transfer a Call to Another Endpoint in the System

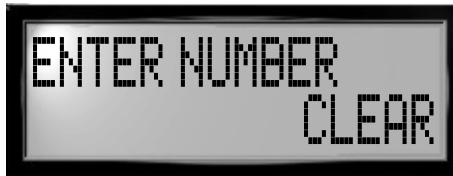
- 1) While on a call press *TRNS/CONF* button on your Edge 300.

**OR**

Press the *TRANS* soft key under the LCD display.



- The system automatically places the other party on hold, and displays the following.



- 2) Enter the extension to which you want to send the call, and press the *DIAL/ANSWR* button.
- 3) When the new party answers, announce the call.
- 4) If the new party accepts the call, press the *SPEAKER* button or *END* soft key.

**OR**

If the new party rejects the call, press the *ABORT* soft key followed by the *HOLD* button to retrieve the call.

## Transfer a Call without Screening

If you transfer the call without first announcing it, you have made an un-screened or blind transfer.

- 1) While on a call, press the *TRANS* soft key or *TRANS/CONF* button on your Edge 300 to automatically place the outside party on hold.
- 2) Enter the number for the intended destination and press the *Dial* button on your Edge 300.
- 3) Press the *END* soft key or *SPEAKER* button to transfer the call.
  - *If the other party answers, the system connects the transferred call to that party. If the other party does not answer, the call follows the no-answer forward condition of the target destination.*

## ESTABLISHING A CONFERENCES

You may wish to create a conference call with other parties. These conferences can either be Private or Public. You can have up to six attendees in a conference room if your system is networked, or seven attendees if your system is standalone.

***Note:** There are a limited amount of conferences allowed on the MP5000 system. Once this limit is reached, you cannot create a new conference until an established conference ends.*

### Private Conferences

In a Private conference, you and two other parties are transferred to a conference room. You can only be a member of one Private conference at a time. You can set up a private conference using a SIP or Digital phone.

### SET UP A PRIVATE CONFERENCE CALL FROM A SIP (NOT A DIGITAL PHONE)

- 1) Place or receive a call to/from the first party you want to include in a Private conference.
- 2) Perform the same steps as a supervised transfer (see “Transferring a Call” on page 32).
- 3) When the second party answers, instead of pressing the END soft key or hanging up, press the *CONF* soft key or the *TRANS/CONF* button.

**OR**

In the idle state, press the *TRANS/CONF* button, then the *ADD* soft key.

*Set Up a Private Conference Call (continued on next page)*

### Set Up a Private Conference Call (continued)

- 4) Dial another party, wait for an answer, then press the *CONF* soft key or the *TRANS/CONF* button.
  - *Use this method (described in steps 3 and 4) to add more parties to an established conference.*
- 5) After you have added all parties, dial the conference room number to enter the conference yourself.
- 6) Parties wishing to leave a conference can do so by simply hanging up their endpoint.
  - *When a party leaves the conference, the system plays a single beep to the remaining parties, alerting them that someone has left the conference. A user may only be a member of one Private conference at a time.*
- 7) If you initiated the Private conference, you can end it by pressing the *END* soft key.
  - *If you hang up without pressing END, the conference continues with the other parties until they hang up.*

## SET UP A PRIVATE CONFERENCE CALL FROM A DIGITAL PHONE (NOT A SIP)

Setting up a private conference from a digital phone differs from a SIP endpoint, as follows.

- 1) Place or receive a call to/from the first party you want to include in a Private conference.
- 2) Transfer the current connection to the conference room number (default 5800).
  - *The system transfers both you and the first party to the conference room.*
- 3) To add another party to the conference, exit the conference room by hanging up the receiver, or by pressing the *SPEAKER* button if calling on-hook.

*Set Up a Private Conference Call (continued on next page)*

### *Set Up a Private Conference Call (continued)*

- 4) Place a call to the next party, and then transfer the new party to the conference room number (default 5800).
- 5) Begin your conversation when all parties are present.
  - *Parties wishing to leave a conference can do so by simply hanging up their endpoint.*
  - *When a party leaves the conference, the system plays a single beep to the remaining parties, alerting them that someone has left the conference. A user may only be a member of one Private conference at a time.*

## Public Conferences

A Public conference is established when all participants dial a code to enter the conference room. If you want to transfer *outside callers* into Public conferences, your system must use Comdial's voice mail system (see your System Administrator for more details).

In addition, lines that do not provide disconnect notification are not allowed into conference rooms, as there is no way to tell if that line has left the conference room. If a party on a line with no disconnect supervision attempts to enter a conference room, that party hears an error tone and is not allowed in. For more details, see your System Administrator.

You can leave the conference room at any time without ending the conference (unless you are the last one to leave the room). When an attendee leaves the room, the Edge 300 sounds a single beep.

While you are an attendee in a conference room, you can lock the room to prohibit others from entering. You can also unlock the room at any time. Rooms cannot be locked if there is only one attendee. If you are the owner of the conference room (i.e., you were the first attendee in the room), you can leave the room and re-enter even if it is locked.

Conference rooms can remain active for a period of time, based on the settings in the MP5000 (the default is 60 minutes). As this deadline approaches, the system plays a string of warning beeps on each line; parties can then press any numeric key within eight seconds of the beep to reset the timer and keep the conference room open. After that time, the system disconnects the conference room if there are no responses.

*Public Conferences (continued on next page)*

### *Public Conferences (continued)*

If there is only one line alone in a conference room, the system times it out (default is 10 minutes) and releases the conference room. As this deadline approaches, the system plays a string of warning beeps on the line; the caller can then press any numeric key within eight seconds of the beep to reset the timer and keep the conference room open.

Some system features may be blocked while you are in a conference room—to use these features, you have to leave the room.

Finally, System Administrators can clear a conference room whenever they deem it necessary.

To set up a Public conference, perform the following steps.

- 1) Dial the conference room mailbox number (default 5801, 5802, 5803, 5804, 5805).

#### **OR**

If your System Administrator has programmed conference room buttons on your endpoint, simply press the desired room button.

- *The voice mail transfers the caller into the conference room.*
- 2) If you are the first member to join the conference, the Edge 300 plays tone-on-hold beeps.
    - *When a second caller enters, the Edge 300 plays a double beep to announce their entry, and you can begin your conversation.*
    - *When additional parties enter the conference, the Edge 300 plays a double beep to announce their arrival; all parties in the room can then communicate.*
    - *When all parties are present, any endpoint in the conference can press ### while in the room to lock entrance to the room.*
  1. You can enter ### again to toggle the lock.
    - *When the room is locked, the Edge 300 plays a long beep-short beep that indicates that the room is locked.*
    - *When the room is unlocked, the Edge 300 plays a short beep-long beep that indicates that the room is unlocked.*

**Note:** *For security reasons, external lines in the conference room are not permitted to lock the door.*



# APPENDIX

## SPECIFICATIONS

### TECHNICAL DATA

- Certifications: FCC Part 15 Class B, RF emission compliant
- Safety Approved: OSHA Accredited NRTL (Nationally Recognized Test Laboratory) to UL 60950 and CSA C22.2 #60950.
- Dimensions: 9.5" w x 9.25"d x 7.5" h
- Weight: 2 lbs.
- Operating Humidity: 90% NC
- Operating Temperature: 0-50 degrees C
- Power: 9VDC 1A, 120 VAC external transformer

### CONNECTORS

- Network: RJ45 (Ethernet)
- PC: RJ45 (Ethernet)
- Handset: RJ14 Standard Handset Connector
- Headset: RJ14 Standard Headset Connector
- Power: Center pin

### ETHERNET

- 2 port with switch included (802.3 10/100 BT half duplex/full duplex with autosense)
- Power over LAN support & IEEE 802.3af

### INSTALLATION

- Static IP provisioning, DHCP
- Daylight saving time, time retrieval from server
- Dynamic field-upgradable software

## **USER INTERFACE**

- 2 x 16 character display
- 24 or 12 programmable buttons with tri-color LEDs
- 7 fixed feature buttons (hold, transfer/conference, redial, headset, speaker, mute, dial/answer)
- 3 soft keys
- Last calls (10 entries)
- Received calls, sent calls
- Call waiting indication
- Clock
- Caller-ID
- Call blocking
- Up to 5 lines
- Menu-driven user interface
- Speakerphone (Half Duplex)

## **PRESENCE**

- Presence Indication
- Compatible with Microsoft Messenger

## **CODECS**

- G.711 uLaw
- Out-of-band DTMF (RFC2833)

## **SIP**

- RFC3261 compliant
- UDP support
- MWI events
- Out-of-Band RFC 2833
- REFER (RFC 3515)

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