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 VCS754 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.

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 VCS754 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. Plug the battery connector securely into the socket inside the battery compartment. Insert 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 • Green for about two seconds.
- On a call • Green during a call.
- Red when the system is muted during a call.
- Incoming call • Flashes green when there is an incoming call.

Status indicators on the wireless mic

- 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 system is muted during a call.
- 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.

Quick Start Guide

businessphones.vtech.com

Model: VCS754

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Orbitlink Wireless Technology® is a trademark of VTech Communications, Inc.

- The ErisStation SIP Conference Phone with Four Wireless Mics requires connection to AC power to operate.
- The supplied power adapter is designed for use with only the ErisStation SIP Conference Phone with Four Wireless Mics. It is not PoE compatible and is not designed to power any network devices. Do not connect the supplied power adapter to any other network devices through the supplied DC power cable or any other Cat5e Ethernet cable.
- The ErisStation SIP Conference Phone with Four Wireless Mics requires a network connection to an IP PBX to operate. This quick start guide assumes that your network infrastructure is established and that your IP PBX phone service has been ordered and configured for your location. For more information about installation options and phone setup, see the VCS754 User's manual and the VCS754 Administrator and Provisioning Manual, available at businessphones.vtech.com.
- When the base unit is powered up, the status indicators turn green for about two seconds.
- The AC power cord is intended for a vertical or floor mount position. The prongs are not designed to hold the plug in place if it is plugged into a ceiling or cabinet outlet.
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**Make a call**

**Make a call on the base unit**
1. Press **on the base unit.
2. When you hear a dial tone, dial the number with the dialing keys (0–9, *, #, or ").

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 VCS754 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 conference phone operates with the maximum power allowed by the Federal Communications Commission (FCC). Even so, this wireless mic and base unit can communicate over a certain distance, which 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.

**Directory setup**
The directory can store up to 200 entries.

**Add a directory entry**
1. Press ** when the base unit is not in use.
2. With ** highlighted, press **.
3. Press ** to highlight **, and then press **.

**Directories**
1. **Local**
2. **Your Service Provider**
3. **LDAP**

4. Highlight the ** to which you want to add entries (Local or Blacklist), and then press **.

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

<table>
<thead>
<tr>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Williams</td>
</tr>
<tr>
<td>Work: 2345651234</td>
</tr>
<tr>
<td>Back</td>
</tr>
<tr>
<td>A</td>
</tr>
</tbody>
</table>

5. When viewing a directory entry, press ** or ** until the ** soft key appears.

6. Press **.

A blank directory entry appears.

7. Use the dial pad keys to enter the first name, last name, and contact numbers.

8. Press ** to switch between entering upper-case letters, lower-case letters, and numbers.

9. Press ** to delete incorrect characters.

10. After completing a line, press ** 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 **.

**Edit a directory entry**
1. When viewing the desired directory entry, press ** or ** until the ** soft key appears.

2. Press **.

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 ** to switch between entering upper-case letters, lower-case letters, and numbers.
- Press ** to delete incorrect characters.

4. After completing a line, press ** to move to the next line.

5. Press **.

**Mute a call**
The mute function allows you to hear the other party while the other party cannot hear you.

**To mute a call:**
During a call, press ** on the base unit or a wireless mic. The status indicators on the base and off-cradle 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 ** 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 ** or ** to adjust the listening volume (1–10).

- For best performance, speak to the microphone on the wireless mic at a distance of no more than 3 feet.
- Always return the wireless mics to the charging cradles after use.

**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 call rings normally at the preset volume.

**To silence the ringer:**
Press ** on the base unit.

**3-way conference**
To create a conference call:
1. Press ** 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 **. The Conference with... screen appears and the current call is put on hold.
4. Enter the next outgoing call number.
5. When the second call is connected, press **. A 3-way conference is established.

**End a call**
To end a call:
Press ** on the base unit during a call.

**Directory**
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.

**Missed call indicator**
When there are calls that have not been answered, the display shows 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 **.
2. With ** highlighted, press **.
3. Press ** to highlight Call History, and then press **.

The Call History screen appears.

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**Call History**
1. All calls
2. Dialed calls
3. Missed calls
4. Received calls
5. View

**Select**
- **View** to see call history entries in the highlighted folder.
- **Reset** to reset the call history.

**Important!**
Refer to the user’s manual for a full set of installation and operation instructions. For customer service, visit our website at businessphones.vtech.com or call 1 (888) 370-2006.

Specifications are subject to change without notice.

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