

Quick Start Guide

businessphones.vtech.com



Model: VCS754

DECT 6.0

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

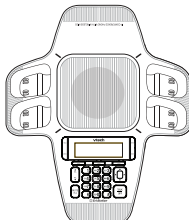
Your VCS754 SIP Conference Phone with Wireless Mics package contains the following items. Save your sales receipt and original packaging in the event warranty service is necessary.



User's manual



Quick start guide



Base unit



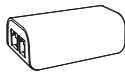
Wireless mic x4



Battery x4



Battery door x4



Power adapter



AC power cord



DC power cable
(with yellow plugs)



Ethernet cable

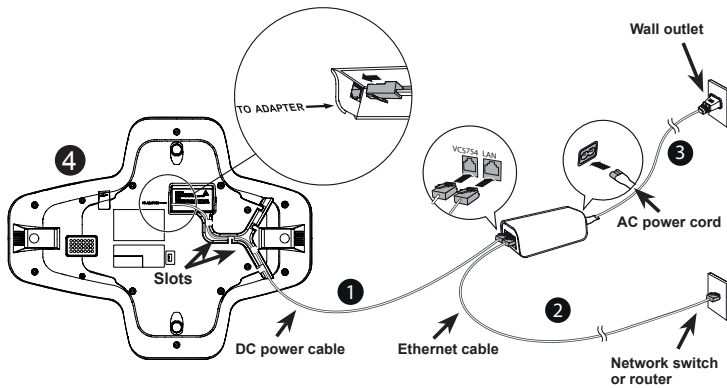


USB cable

note To purchase any accessories or replacements, visit our website at businessphones.vtech.com or call 1-888-370-2006.

Connect base unit

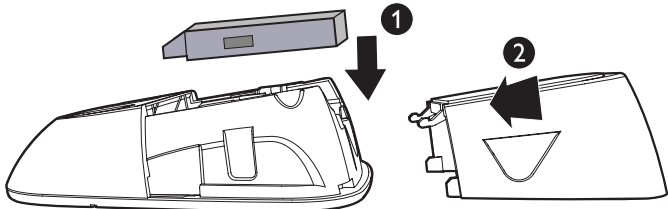
Connect the base unit as shown below.



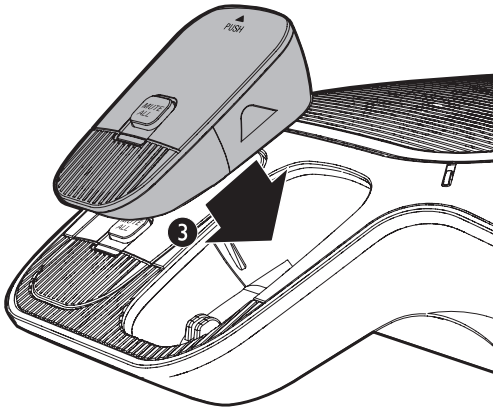
1. Plug one end of the DC power cable into the power jack of the base unit, and plug the other end into the **VCS754** jack of the power adapter. Route the cord through the slots.
2. Plug one end of the Ethernet cable into the **LAN** jack of the power adapter, and plug the other end into a network switch 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).

- note**
- The ErisStation SIP Conference Phone with 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 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.
 - Connect the base unit only with the supplied DC power cable with yellow plugs. This cable has a shielded interface and ferrite added for optimal performance.
 - The ErisStation SIP Conference Phone with 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.

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.

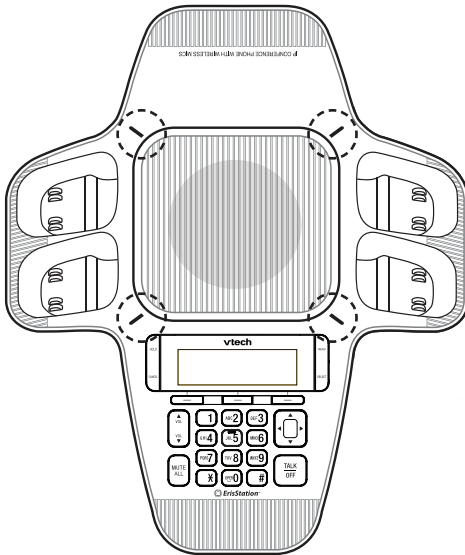


3. Place the wireless mics into the charging cradles until they are flush.

note The status indicator on the wireless mic turns orange when charging, and turns off when the wireless mic is fully charged.

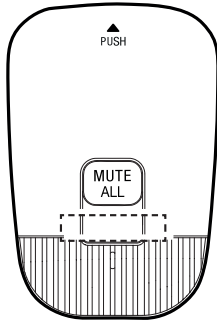
Status indicators overview

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 indicator 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: <ul style="list-style-type: none">• out of range; or• not registered; or• off cradle during paging (with a paging tone).
During registration	• Flashes red and green alternately.

Make a call

Make a call on the base unit

- Press $\frac{\text{TALK}}{\text{OFF}}$ on the base unit.
- When you hear a dial tone, dial the number with the dialing keys (**0-9**, TOE^{X} , 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

- 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.
- 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.

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 $\frac{\text{TALK}}{\text{OFF}}$ on the base unit. Move the wireless mic closer to the base unit, and then press $\frac{\text{TALK}}{\text{OFF}}$ 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 $\frac{\text{TALK}}{\text{OFF}}$ on the base unit to answer an incoming call.

Redial a call

- From the idle screen, press the ► navigation key. The \leftarrow Call Log soft key appears.
- Press \leftarrow Call Log to view the Call history menu.
- Select the **All calls**, **Missed calls**, **Received calls**, or **Dialed calls** list.
- On the list you are viewing, press the ▼ or ▲ navigation key to view the entry you want to dial.
- Press \square Dial to dial the number.

- Press \square Backspc to delete incorrect characters.
- After completing a line, press ▼ to move to the next line.
- When you have entered the desired information and selected the ringtone you want to use for this contact, press \square Save .

Edit a directory entry

- When viewing the desired directory entry, press ◀ or ▶ until the \square Edit soft key appears.
- Press \square Edit . The directory entry edit screen appears.
- 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 \square ABC to switch between entering upper-case letters, lower-case letters, and numbers.
 - Press \square Backspc to delete incorrect characters.
 - After completing a line, press ▼ to move to the next line.
- Press \square Save .

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 **MUTE ALL** 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 **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 $\frac{\text{VOL}}{\text{VOL}}$ or $\frac{\text{VOL}}{\text{VOL}}$ to adjust the listening volume (**1–10**).

- note**
- 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 **MUTE ALL** on the base unit.

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.

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

- When the phone is idle, press **MENU**.
- With **Features** highlighted, press **SELECT**.
- Press ▼ to highlight **Call history**, and then press **SELECT**. The Call history screen appears.

Call history
1. All calls
2. Missed calls
\leftarrow Back \square Del. all \square View

- Press ▼ to highlight the desired call history folder.
- Press \square View to see call history entries in the highlighted folder. The first entry appears.

11:09AM 01/01/13	1/76	▼
Mary Williams		
2325551234		↗
\leftarrow Delete \square Dial \square Edit Dial		

3-way conference

To create a conference call:

- Press $\frac{\text{TALK}}{\text{OFF}}$ on the base unit.
- When you hear a dial tone, dial the number of the first call.
- When the first call is connected, press \square Conf . The **Conference with...** screen appears and the current call is put on hold.
- Enter the new outgoing call number.
- When the second call is connected, press \square Conf . A 3-way conference is established.

End a call

To end a call:

Press $\frac{\text{TALK}}{\text{OFF}}$ on the base unit during a call.

Directory setup

The directory can store up to 200 entries with up to 28 digits for each phone number and 15 characters for each name.

Add a directory entry

- Press **MENU** when the base unit is not in use.
- With **Features** highlighted, press **SELECT**.
- Press ▼ to highlight **Directory**, and then press **SELECT**.

Directory	▼
1. Local	
2. Blacklist	

- Highlight the Directory to which you want to add entries (**Local** or **Blacklist**), and then press **SELECT**. The directory appears, showing the first entry (sorted alphabetically by first name).

Local	1/20	↕
1. Mary Williams		
Work: 2325551234		
\leftarrow Back \square LastNm \square Type \rightarrow		
- When viewing a directory entry, press ◀ or ▶ until the \square Add soft key appears.
- Press \square Add . A blank directory entry appears.
- Use the dial pad keys to enter the first name, last name, and contact numbers.
- Press \square ABC to switch between entering upper-case letters, lower-case letters, and numbers.

If the folder is empty, the message **No entries to display** appears.

- Press ▼ to view more entries.

- note**
- Alternate method: To view the call history when the phone is idle, you can also press ◀ or ▶ until the \leftarrow Call Log soft key appears, and then press \leftarrow Call Log .

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**.



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