

IP Touch 4038 Basic User Training Guide



Overview – IP Touch 4038

- Full speakerphone
- Adjustable display
- Eight soft keys
- 72 available programmable keys
- QWERTY Keyboard for dial by name and text messaging



ip touch 4038

- Handset
- Display
- 72 Programmable soft-keys
- Dialing keypad
- Alpha keyboard
- End
- Speaker
- Mute
- Volume up/down
- Hold
- Transfer
- Envelope (Message)
- Redial
- Navigator
- Back
- *i* button
- Release for Screen



ip touch 4038

Navigator

- Allows you to scroll left/right or up/down.
- The bullet in the line down the middle of the screen shows there is more information that can be seen by scrolling up or down.
- OK ('Enter') in the middle.

Back

- Takes you to the previous screen.



Displays

- Line keys
(Extension Number)
- Programmable soft-keys
(Speed-dials)
- Date and Time
- Call Forward Icon and Status

Note: Display goes into screensaver mode when not active for a period of time.



ip touch 4038

Menu Screen

- Settings for Ring selections, and Key Program (*modify or delete*)
- Appointment
- Text mail
- Events
- Outgoing calls list
- Phone Lock
- Call Forward Options



ip touch 4038

Info Screen

- Voicemail messages stored
- Inbound Unanswered calls
- Text mail messages received
- Forwarding Status and Destination
- Name and Extension



ip touch 4038

Internal Call

- Lift the handset and dial the four digit internal extension number
- OR
- Dial the four digit internal extension number with the handset down to make a hands-free call
- Hang up, or press the End key to end the call



ip touch 4038

External Call

- Lift the handset and dial 9 plus the external number

OR

- Dial 9 plus the external number with handset in place to make a hands-free call
- Hang up, or press the End key to end the call



ip touch 4038

Handset & Speakerphone

Switch from Handset to Speakerphone

- Press the Speaker button, and replace the handset

Switch from Speakerphone to Handset

- Lift the handset
- The speakerphone is automatically turned off

Microphone Mute

- While on a call, press the Mute button (*it will flash*)



Redial

- Press the Redial button
- The last number is redialed

OR

- *Press and hold the Redial button to see a list of the last eight calls placed*
- Select the Number to redial
(scroll down if necessary)



ip touch 4038

Dial By Name

- Type the last name of the desired party.
- Select the 'Name' soft key.
- Use the Navigator button to scroll through the names.
- Press the button associated with the name to call.



Place A Call On Hold

- While on a call press the white soft key next to the active call icon.
- A musical note icon will show that the call is on hold.
- Retrieve the call by pressing the white soft key associated with the on-hold icon.



ip touch 4038

Answer A Second Call

- You will hear a short tone and the new caller's ID will display
- Press the white soft key next to the incoming call icon. (*circled here in red*)
- Your first caller will automatically be placed on hold.
- To return to the held call, press the white soft key next to the on hold musical note icon. (*not shown*)



ip touch 4038

Call Transfer

WARM TRANSFER

- While on a call, press Transfer (F2).
- Dial the four digit extension number.
- When the second party answers, announce the call.
- Press Transfer again to complete.

BLIND TRANSFER

- While on a call, press Transfer (F2).
- Dial the four digit extension number.
- Press Transfer again to complete.



ip touch 4038

Three Party Conference Call

- While on a call, press the New Call soft key. (not shown)
- Dial the second party, including a 9 for an external call.
- Announce the call to the second party.
- Press the Conference soft key.
- Calls are joined.
- To cancel the conference and return to the first call, press the End Conference soft key.



ip touch 4038

Checking Messages

- Press the Envelope button
- Select the appropriate soft-key for type of message
- If voicemail is selected, user will be prompted for a password.



ip touch 4038

Program Personal Speed Dials

- Press an unused programmable soft key.
- Press the Speed dial soft key.
- Enter the number, including 9 for an external number.
- Use the Navigator to scroll down to enter Mnemonic (Name)
- Use the alpha keyboard to type the name .
- Press the Apply soft key to confirm.



Modify Personal Speed Dials

- Press the *i* button.
- Select the programmable soft key to modify or delete
- Select Modify, then enter the modifications, or select Delete
- Press Apply to confirm



Forward Your Calls

Forwarding Your Phone to Another Extension

- To activate, select the forwarding key on the Main Screen.
- Select *Immediate fwd.*
- Enter the forwarding target. (*four digit extension number*)
- The forwarding icon moves in a circle to indicate your phone is forwarding.
- To deactivate, select the Forwarding key then the Deactivate soft key.



Thank you
for your attention!