

NY 631-447-9000 <u>service@cci.tel</u> CT 203-938-8400



# Congoma P315 IP Phone

Sangoma's new value-based IP-Phones offer essential entry-level features without sacrificing on the function and performance typically available with more expensive phones.



### **P-Series** IP Phones

Enjoy an enterprise-grade call experience with unprecedented plug-and-play deployment, two VoIP lines, a **2.4" rich, full-color LCD display**, and great HD voice quality, that delivers a wonderful user experience at a price that fits any budget!



## **P315** Phones *Features*



- DIALING CALLS: Pick up *handset* or press a *line key* and dial a number. Or dial a number and press
  the Dial *softkey*. You can also use Contacts or Call Log to find the number you want, then press the Dial *softkey*. If you use Contacts, you can dial a coworker's Voicemail
- RECEIVING CALLS: Pick up the handset, or press a *softkey*. Answer, Ignore, Transfer, or Send VM. *Ignore* makes the call stop ringing but uses your \*Call Rules [*Switchvox*]. *Transfer* lets you transfer the call to another phone number or extension. *Send VM* sends your call to your voicemail regardless of your *Call Rules*.
- **REDIAL**: Press the Redial button to call the number you made. (If you have multiple lines, *Redial* automatically uses the correct line).
- HOLD: During a call, press Hold. The line key flashes RED. Press either the flashing *line key* or the *Resume* softkey to resume the call.
- TRANSFER:
- *Assisted:* During a call, press the Transfer button. Enter a number or press *Contacts softkey* to find a number (or a rapid-dial key you previously programmed). Press the dial softkey. When someone answers, inform them of the call to be transferred. Press the *Transfer softkey*, and the transfer is completed.
- Unassisted (Blind): During a call, press the Transfer button. Enter a phone number or press the Contacts softkey to find a number (or a rapid-dial), then press the Transfer button and the transfer is completed.
- *Transfer to Voicemail:* If you used *contacts* for a Transfer, you could press the *Transfer VM softkey* instead of *Transfer*. That transfers the call to that contact's voicemail directly.
- **CONFERENCE** (3-WAY CALLS): During a call, press the Conference softkey. Dial the third participant's number or use *Contacts.* Press the *Conference* softkey to connect all participants. To split a conference into separate calls with each participant, press the Split softkey and select the participant to drop from the call *(using Navigation Pad).*
- PARK: During a call, press the Park *softkey*. Then, you or a coworker can answer the call from any *Switchvox Phone* by either dialing that *Parking Extension* or by pressing the Parked Calls *softkey* and answering the call. This is located on the main screen. press the *"More..."* softkey, then Parked Calls.
- **RECORD**: During a call, press the Record *softkey* to begin recording. Press the Stop Record when you are done. Recordings are in your voicemail mailbox.

### (Folders > Recordings)

• CONTACTS: Contacts are used for *rapid dialing* and for finding detailed information about someone. You can use *Contacts* from within: Transfer, Conference, and Forward Voicemail. To see *Detail* page for a *Contact*, press the Show Softkey in a list of *contacts*. Details include the person's Status. Your *Contacts* can also define your Rapid Dial Keys. Use the Switchvox User Portal

### (Features > Phone Features > Rapid Dial Favorites > Add Extensions)

- VOICEMAIL: Press the Messages button to dial your Voicemail extension
- STATUS: Press the Status *softkey* to change your status. Do Not Disturb sends incoming calls directly to your *voicemail*. (also declines queue calls). Your coworkers see your status on their phone or Switchboard. You can use Call Rules [*Switchvox*] to manage incoming calls based on different *Status Options*.
- INFO: Press the Info button followed by a *line* key to display a detail page for that key.
- MENU: The Menu application is accessed using the Menu *softkey*. It contains configuration and information screens for your phone.