# Top "10" Things You Should Know About ZIP 2x2 Phones

Top "10" Things You Should Know	Using Your Zultys 2x2 Desktop SIP Phone Visit www.zultys.com for videos and other training material.
1. Binding to MXIE	'Binding' refers to associating either a physical hard phone or a softphone with your MXIE personal call client. To use your phone, go to the bottom left of your MXIE screen and click on "Bind to" or MAC address line at the bottom of your MXIE scree. Then choose the "bind by call from the device" option. Dial the number provided in your MXE window and your phone is ready for use.

2. Placing Calls	To Place a Call, take your handset off hook. Lift the handset, press the Speaker key or Line key and then dial your number. The screen will display the number you are dialling. Then hit # to place the call. You may also Pre-Dial a number by typing in the number. You'll see the number on your screen. Then hit the Speaker Key, Line Key or # key to place the call.
	
	`1. Call`
	`40883280`
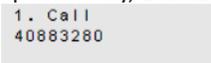
3. Answering Calls	The phone screen will display an incoming call number. To Receive a Call either lift your handset, press the Speaker key or Line key. To reject a call press the DND key. The call will be processed according to your MXIE Call Handling rules -- sent to voice mail, disconnected, etc. If you do not answer a call it will be processed according to your MXIE Call Handling rules.
4. Ending Calls	To End a Call, go on-hook by either hanging up, or pressing any Line key
5. Conference Calls	To make a Conference Call, you may either call your first party and then start a Conference call, or you may start one by hitting the Conference key on your phone when you are in an active call. This will place that call on Hold and open your second Line. Dial the other party you wish to Conference in. When they answer the call, all parties will automatically be joined into a Conference session. To terminate the call simply go off-hook. You may also place a Conference call on Hold.
6. Call Transfer	To Transfer a Call press the Transfer key on your phone, placing the active call on Hold. Dial the party to which you wish to transfer the call. Press the Transfer key again to Transfer the call once the other party answers. The call will transfer. Or perform a supervised transfer. Press the Transfer key. Dial the other party by dialing their number plus the "#" key. Speak, if acceptable press the Transfer key to complete the transfer.
7. Call Park	To Park a call, press the Transfer key on your phone, placing the active call on Hold. Dial the Park Extension set up by your Administrator (default *77), and then press the Transfer key again to Park the call. To Retrieve a Parked call, dial the Park Server followed by the Park ID.
8. Call Hold	To place a call on Hold press the Hold key. To release press the Call Line with the flashing green LED.
9. Voicemail	Dial your Voicemail extension (default*86) on your phone, or press the Message key. If you did not have the phone off hook, the phone uses speaker mode and dials the number. Then enter your password and follow the prompts. Check the Voicemail command list for additional options (see other side)
10. Paging	To Page a Group dial the Page Server Extension (default *4), followed immediately by the two digit extension of the Paging Group you wish to call. The Paging Server and Group Extensions are set up by your Administrator.
Other Actions	
Function Key	The Function Key allows you to access other features of the phone, such as Encrypt your calls, Mute, Menu, the "OK" to choose Menu options, Escape from Menu and advance Foward through Menu options. Encryption, for example, lets you create a more secure call environment based upon rules set up by your Administrator.

Voice Mail Menu Commands

MAIN MENU	VOICE MAIL MENU
1 Review messages	1 Repeat
2 Scan headers of messages	2 Save message
3 Leave msg for another user	3 Erase message
* Access another voice mail box	4 Reply to message
4 Change profile, name, greetings	44 Call back using Caller ID
1 Personal profile:	5 Forward message to another mailbox
1 Change password	6 Play previous message
* Return to main menu	7 Rewind 3 seconds
2 Recorded name or greetings:	8 Pause message
1 Record name	9 Skip forward 3 seconds
2 Record a greeting	# Play next message
3 Play name & greetings	* Skip Date/Time
4 Activate a greeting	
0 Deactivate all greetings	
* Return to main menu	

Volume control

To adjust your volume use the Up and Down arrows on the arrow key pad.

You may also place a call on Mute by pressing the Function key (Fn) and the Mute key (Hold/Mute). To resume, press the Mute button again.