

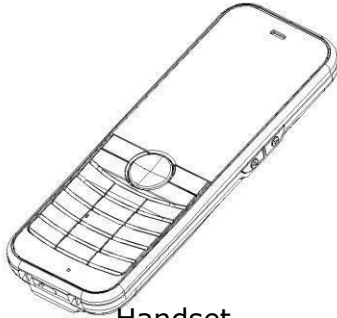
# XonTel XT-16W

## Quick Start Guide

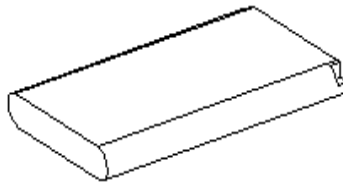


## Packaging Contents

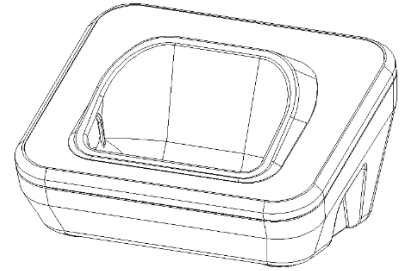
The following items are included in your package. If you find anything missing, contact your system administrator.



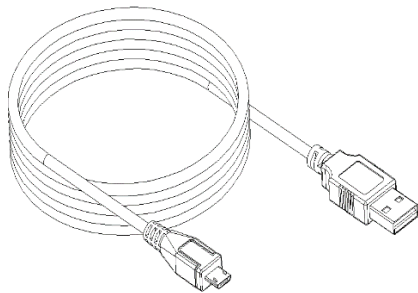
Handset



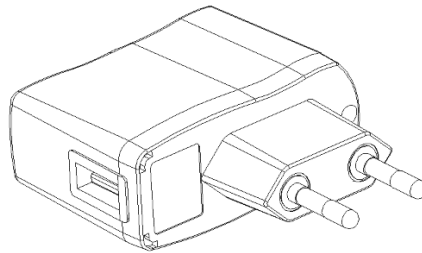
Battery



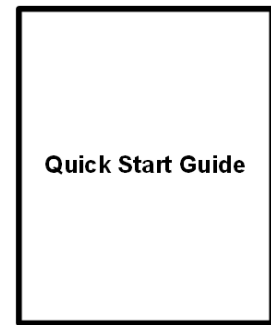
Charging base



Charge cable



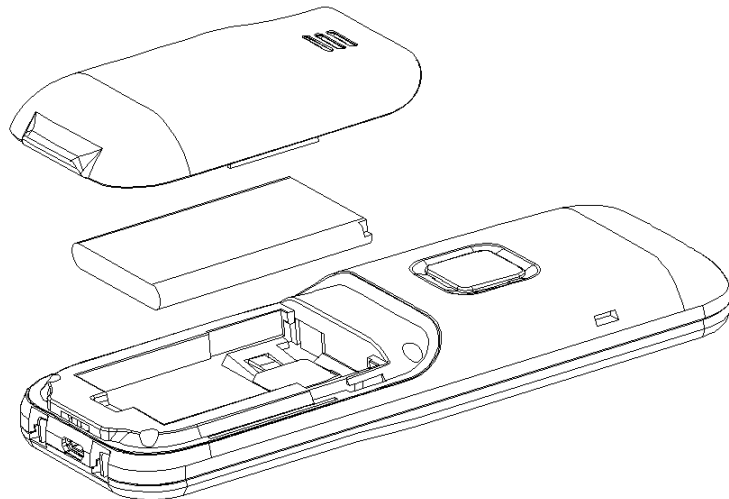
Power Adapter



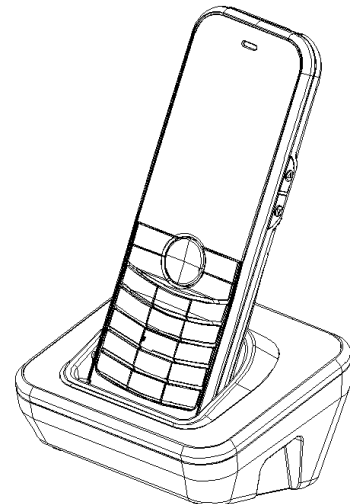
Quick Start Guide

**Note:** We recommend that you use the accessories provided or approved by XonTel. The use of unapproved third-party accessories may result in reduced performance.

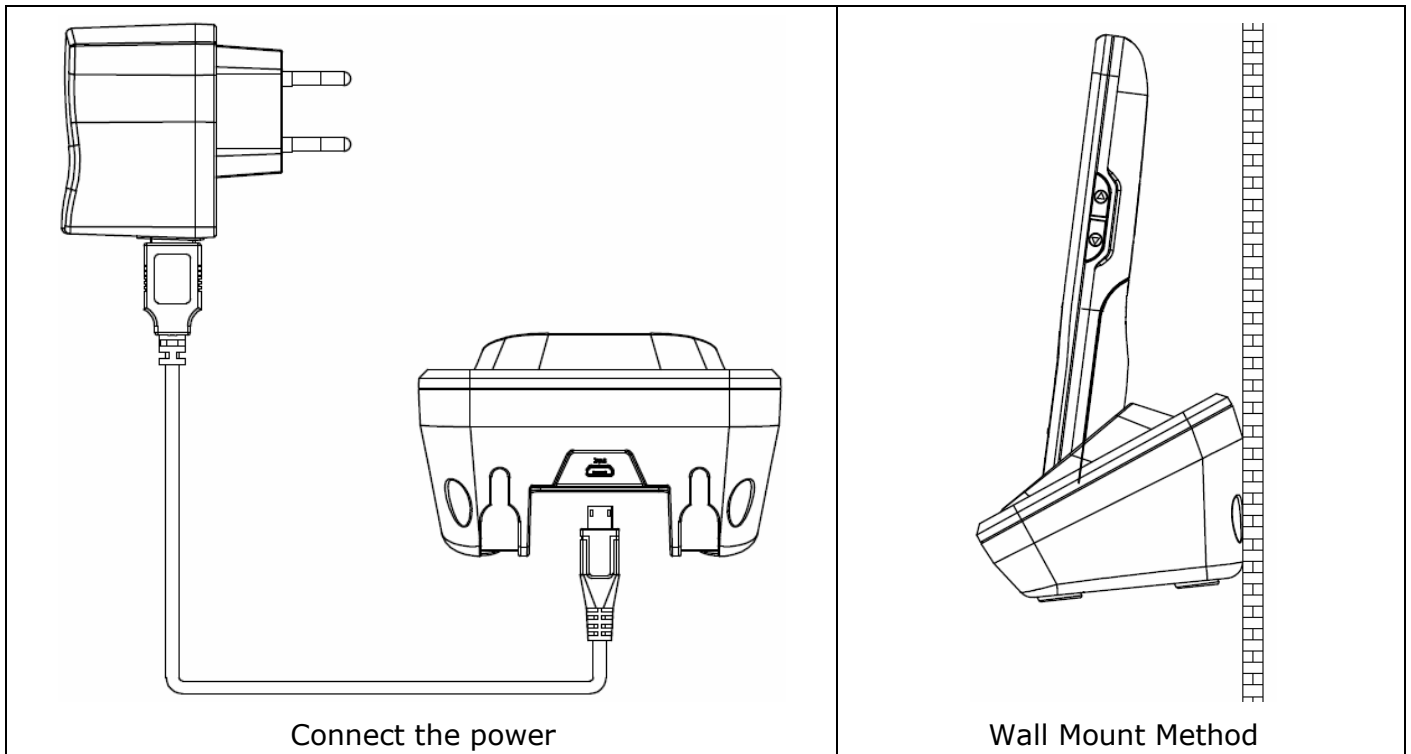
## Assembling the Phone



Insert battery




Desk Mount Method



**Note:** The IP phone should be used with XonTel original power adapter (5V/1000mA) only. The use of the third-party power adapter may cause the damage to the phone.

## Startup

After you insert the battery, press [  ] key startup, it

automatically begins the initialization process. After startup, the phone is ready for use. You can configure the phone via phone user interface or web user interface.



### Network Settings:

Press the **Menu** soft key when the phone is idle, select **WLAN** → list Aps, Select the AP you want to connect, and enter an AP password in the user interface, press [ **OK** ] key to connect.

## Configure Your Phone

### Configure XonTel XT-16W via web user interface

#### Accessing the web user interface:

1. Press the **[!]** key when the phone is idle to obtain the IP address of the phone.
2. Open the web browser of your computer, enter the IP address into the address bar (e.g. "http://192.168.0.100" or "192.168.0.100"), and then press the **Enter**.
3. Enter the username (**admin**) and the password (**xontel**) in the login page and click **login**.

**Account Settings:** Click on **Account** → **SIP**

#### Parameters of the account:

|                     |   |
|---------------------|---|
| Enable Account:     | You can check/Disabled to enable/disable the account.                       |
| Status:             | It shows the register status of the current account.                        |
| Enable Register:    | You can select Enabled/Disabled to enable/disable the account.              |
| Register Server:    | It is provided by <b>ITSP</b> for registration (required).                  |
| Server Port:        | It is provided by <b>ITSP</b> for registration (required), default is 5060. |
| Authorization Name: | It is provided by <b>ITSP</b> for registration (required).                  |
| Password:           | It is provided by <b>ITSP</b> for registration (required).                  |
| User ID:            | It is provided by <b>ITSP</b> for registration (required).                  |
| Display Name:       | It is shown as Caller ID when placing a call.                               |
| Label:              | It is shown on the LCD screen to identify the account.                      |

#### Register status icons on the LCD screen:



Resisted



Register Failed

**Note:** Check with your system administrator if any error appears during the registration process or if a specific configuration is required for your registration.

### Configuring via phone user interface

**Account Settings:** Press the **Menu** soft key when the phone is idle, select **Advanced** → Enter password (**123**) → **Accounts** to configure the account

**Note:** For more information on account parameters, refer to Configuring via web user interface above.

## Basic Call features

### Placing a Call


Enter the number in idle, and then press the **[☎]** key.

### Direct IP Call


Enter the IP address in idle (star **[\*]** key as the point), and press the **[☎]** key.

**For example:** The IP address is 192.168.0.8, enter 192\*168\*0\*8 in idle, and press the **[☎]** key.

### Answering a Call

Press the  key in the incoming call.





**Note:**

You can reject an incoming call by pressing the Reject sot key or  key.


### Ending a Call


Press  key.

### Redial

Press  key to enter the **calls list**, press  or  to select the desired entry, and then press .

### Call Mute and Un-mute

Press  to mute the microphone during a

call. Press  again to un-mute the call.

### Call Hold and Resume

#### To place a call on hold:

Press **Option** soft key to expand the submenu options and select **Hold** feature during an active call.

#### To resume the call, do one of the following:

Press **Option** soft key to expand the submenu options and select **Resume** feature during an active call.


### Call Transfer

You can transfer a call in the following ways:


#### Blind Transfer

1. Press **Option** soft key to expand the submenu options and select **Transfer** feature during an active call, the call placed on hold.
2. Enter the number you want to transfer to.
3. Press **Option** soft key to expand the submenu options and select **Transfer** feature

#### Semi-Attend Transfer

1. Press **Option** soft key to expand the submenu options and select **Transfer** feature during an active call. The call placed on hold.
2. Enter the number you want to transfer to, and then Press  key.
3. Press **Option** soft key to expand the submenu options and select **Transfer** feature when you hear the ring-back tone.

#### Attended Transfer

1. Press **Option** soft key to expand the submenu options and select **Transfer** feature during an active call. The call placed on hold
2. Enter the number you want to transfer to, and then Press  key.
3. Press **Option** soft key to expand the submenu options and select **Transfer** feature when the second party answers.

## Call Forward

### To enable call forward:

1. Press the **Menu** soft key when the phone is idle, and then select **Features→CallForward**
2. Select the desired forward type:
  - Always** ----Incoming calls are forwarded unconditionally.
  - Busy** --- Incoming calls are forwarded when the phone is busy.
  - No Answer** --- Incoming calls are forwarded if not answered after a period of time.
3. Enter the number you want to forward to. For **No Answer**, Press enter the desired ring time to wait before forwarding from the **Time** field.
4. Press **[OK]** key to save the change.

## Call Conference

1. Press **Option** soft key to expand the submenu options and select **Conference** feature during an active call. The call placed on hold.
2. Enter the number of the second party, and then press **[ ]** key.
3. Press **Option** soft key to expand the submenu options and select **Conference** feature when the second party answers. All parties are now joined in the conference.
4. Press **[ ]** key to disconnect all parties.

## Speed Dial

### To configure a speed dial key:

1. Press the **Menu** soft key when the phone is idle, and then select **Directory→SpeedDials**.
2. Enter Numbers for the corresponding numeric keys.
3. Press **[OK]** key to save the change.

### To use the speed dial key:

When the phone is idle, keep press the numeric key to dial out the preset number.

## Voice Message

Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

To listen to voice messages:

1. Keep **1** when the phone is idle
2. Follow the voice prompts to listen to your voice messages.

# Customizing Your Phone

## Call History

1. Press the **Menu** soft key when the phone is idle, select the **History**, press **[ ]** or **[ ]** to scroll through the list.
2. Select an entry from the list, you can do the following:
  - Press **[ ]** key to call the entry.

If you press the **Option** soft key, you can also do the following:

- Select **Call** to call the entry.
- Select **Message** to send message the entry.
- Select **Add to Contact** to add the entry to the local directory.
- Select **Add to Blacklist** to add the entry to the blacklist.
- Select **Delete** to delete the entry from the list.
- Select **Delete All** to delete all entries from the list.

## Contact Directory

### To add a contact:

1. Press the **Directory** soft key when the phone is idle, and then select **LocalDirectory**.
2. Press **Option** soft key to expand the submenu options and select **Add** feature to add contact.
3. Enter a unique contact name in the **Name** field, and enter the phone number in the proper field.
4. Press **[OK]** key to accept the change

### To edit a contact:

1. Press the **Directory** soft key when the phone is idle, and then select **LocalDirectory**.
2. Press **[ ]** or **[ ]** to select the desired entry, press the **Option** soft key and then select **Edit**.
3. Edit the contact information.
4. Press **[OK]** key to accept the change.

### To delete a contact:

1. Press the **Directory** soft key when the phone is idle, and then select **LocalDirectory**.
2. Press **[ ]** or **[ ]** to select the desired entry, press the **Option** soft key and then select **Delete**.
3. Press **Select** soft key when the LCD screen prompts: "Delete selected item?"

**Note:** You can add contacts from call history easily. For more information, refer to Call History above.

## Volume Adjustment

- Press **[ ]** **[ ]** during a call to adjust the receiver volume of the handset / speakerphone / headset / BT.
- Press **[ ]** **[ ]** when the phone is idle or ringing to adjust the ringer volume.

## Ring Tones

1. Press the Menu soft key when the phone is idle, and then select **Preferences**→**Ringtones**.
2. Press **Shift** soft key to select the desired ring tone.

3. Press **[OK]** key to accept the change.

### LED Instructions

Red indicator always bright: **Charging power**

Flash red indicator: **Low battery/Missed call/Unread Message**

Green indicator: **Full Charge**

## Update Your Phone

### Update firmware through FOTA:

1. Press the **Menu** soft key when the phone is idle, select **Advanced** →Enter password (**123**) →**Update** to update your phone.
2. When a new firmware is available, press the **Update** soft key and the phone immediately downloads the new firmware.
3. After downloading, click **Install** softkey to install
4. During the installation, the phone will be restart several times.

**Note:** Update firmware must allow the phone to communicate with the public network

## Reset Your Phone

Press the **Menu** soft key when the phone is idle, select **Advanced** →Enter password (**123**) →**Reset** to reset your phone.