

**eSpace 8950 IP Phone
V100R001C00**

User Guide

Issue **01**
Date **2014-06-30**

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About This Document

Overview






This document describes the eSpace 8950 IP phone (eSpace 8950 for short) features, configurations, and usage.

Intended Audience

This document is intended for end users.

Symbol Conventions

The symbols that may be found in this document are defined as follows.

Symbol	Description
 DANGER	Indicates an imminently hazardous situation which, if not avoided, will result in death or serious injury.
 WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.
 NOTICE	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury.
 CAUTION	Indicates a potentially hazardous situation which, if not avoided, could result in equipment damage, data loss, performance deterioration, or unanticipated results. NOTICE is used to address practices not related to personal injury.
 NOTE	Calls attention to important information, best practices and tips. NOTE is used to address information not related to personal injury, equipment damage, and environment deterioration.

Change History

Changes between document issues are cumulative. The latest document issue contains all the changes made in earlier issues.

Issue 01 (2014-06-30)

This issue is used for first office application (FOA).

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1 Getting Started

1.1 Knowing Your eSpace 8950

eSpace 8950 is an Android-based video phone that features a sleek, elegant design. With a wide-viewing capacitive touchscreen, eSpace 8950 delivers an unmatched high-definition (HD) video calling and conferencing experience. You can also access the Internet on eSpace 8950 to download and install the applications you want.

[1.1.1 Appearance](#)

[1.1.2 LEDs](#)

[1.1.3 \(Optional\) Camera](#)

1.1.1 Appearance





1.1.2 LEDs

Table 1-1 describes the LEDs on eSpace 8950. For details about the positions of these LEDs, see the first picture in [1.1.1 Appearance](#).

Table 1-1 LEDs

LED	Description
MWI LED	<ul style="list-style-type: none"> Blinking red at 1s intervals: A call comes in. Blinking red at 3s intervals: eSpace 8950 has unread voice messages.
Mute LED	Steady red: eSpace 8950 is muted.
Speaker LED	Steady red: eSpace 8950 is dialing or engaged in a call in speaker mode.
Lock LED	Steady white: eSpace 8950 is locked.

1.1.3 (Optional) Camera

eSpace 8950 can be equipped with a USB camera (which is optional) for you to access video call or conference services.

Figure 1-1 illustrates the USB camera.

Figure 1-1 USB camera



- Shutter: blocks the camera. Then, the local video window becomes black.
- LED: indicates the camera status.
- Lens: shoots video.

Installing Your USB Camera

Step 1 Take the camera out of the plastic bag.

Step 2 Remove the back cover of your phone and connect the camera to the USB camera port.


----End

Understanding the Camera LED

- If the camera LED is steady red, the camera is being connected. The camera LED will be off after the camera is successfully connected and initialized.
- If the camera LED is steady blue, video is being shot.

Previewing Your Video

You can preview the video of yourself when eSpace 8950 is idle or engaged in a call.

- When the phone is idle, tap  in **Quick Setting** to preview your video. For details about how to add **Quick Setting**, see [25.1.3 Quick Setting](#).
- If your phone is engaged in a video call, you can also preview your video during the video call.



NOTE

- During video preview, you can adjust the camera angle to adjust your video image. The supported angle ranges from -25° to $+15^{\circ}$.
- You can also adjust the brightness, contrast, and digital zoom of your camera as required. For detailed settings, see [26.2.3 Camera](#).

Maintaining Your Camera

- Do not frequently remove and reseat your camera. The frequent reseat operations may cause poor contact of the USB camera port.
- Do not use rough, unclean materials to wipe the lens. If you do so, the lens' image quality may be affected.
- Close the shutter to protect your camera if you do not use it, or remove the camera and seal it in a plastic bag with desiccant if the camera is not to be used for a long time.

1.2 Touchscreen Experience

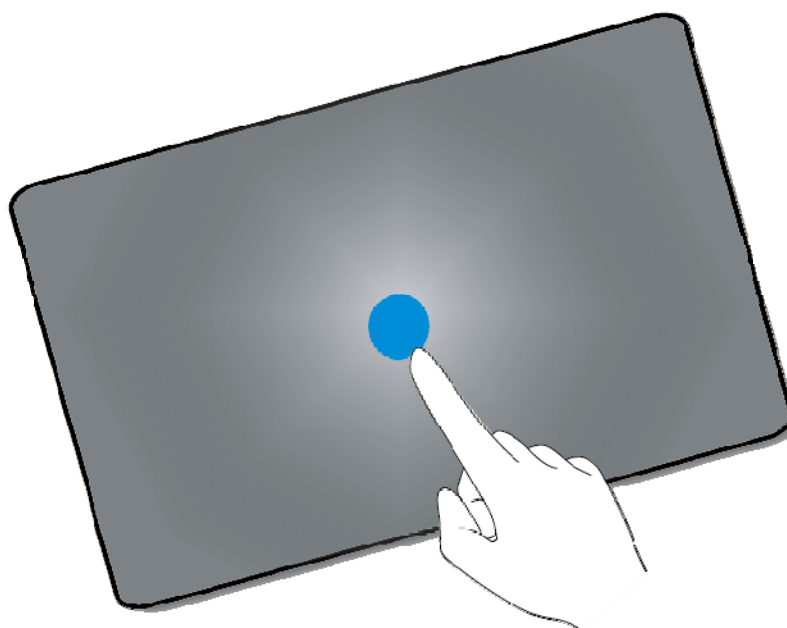


NOTICE

Do not use any sharp object to touch the screen or tap the screen too hard with your fingertip; otherwise, the touchscreen may be damaged.

Tap

Touch the object once. For example, tap to select or open an application.



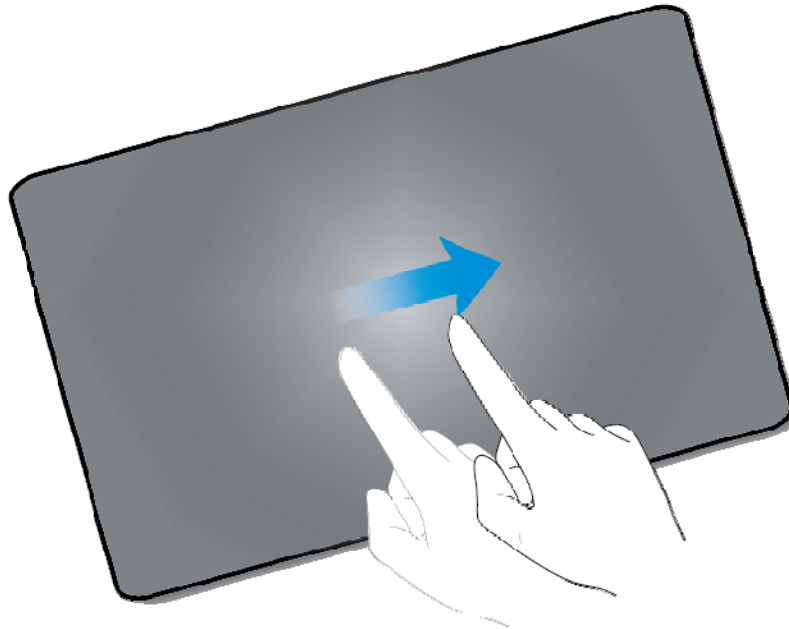
Tap and Hold

Touch and hold the object for at least 2s. For example, you can tap and hold an application, a tool, or in the blank area to open a menu.



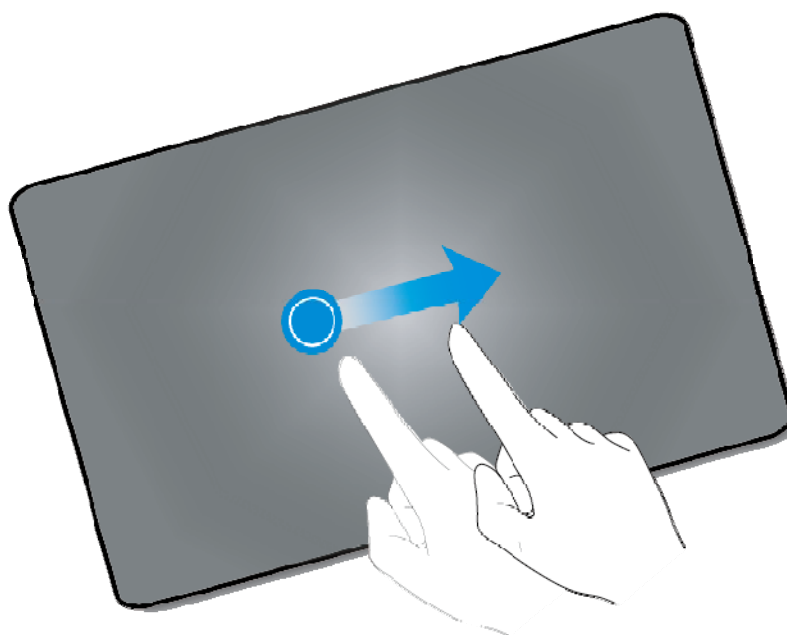
Slide

Swipe your finger on the screen. For example, on the applications screen, swipe left or right to switch between the tabs.



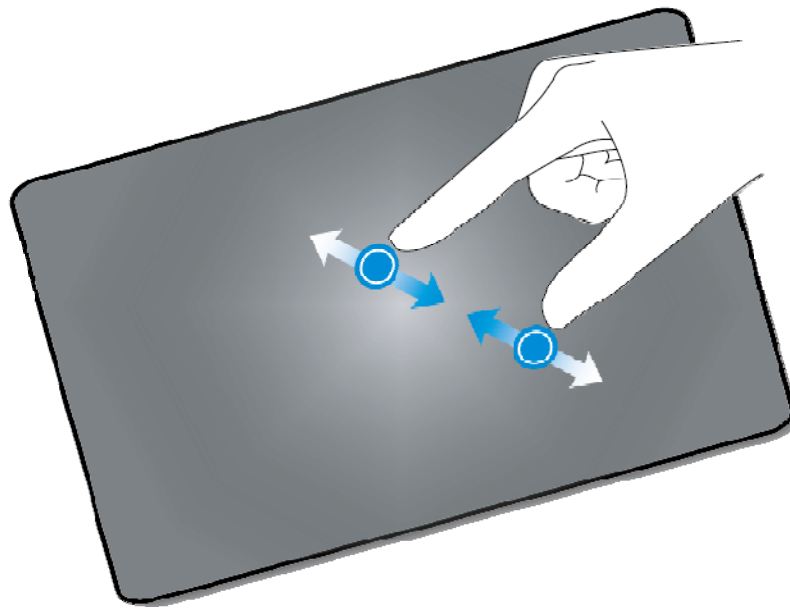
Drag

Tap and hold the object, and drag it to a new location on the screen. For example, on the home screen, you can drag a tool or icon to a new location.



Pinch and Stretch

Tap with two fingers and move your fingers together to zoom out. Tap with two fingers and move your fingers apart to zoom in. For example, you can pinch or stretch a photo or web page to zoom out or zoom in.








1.3 Home Screen





Figure 1-2 shows the home screen of eSpace 8950.

Figure 1-2 Home screen



Layout	Details	Description
--------	---------	-------------

Layout	Details		Description
Status bar	User information	Profile picture	<p>Displays a user's profile picture and status. Swipe down in the profile picture area. On the screen that is displayed, you can see user details, access the online help, set a user status, and log out the phone.</p> <ul style="list-style-type: none"> In the IMS+UC network environment, the user status is displayed in the lower right corner of the profile picture area. In the UC2.X network environment, the user status is not displayed in the lower right corner of the profile picture area.
	Notification icons	In the middle of the status bar	<p>Swipe down in this area, and then you can:</p> <ul style="list-style-type: none"> Tap  to access the settings screen. Tap  to open the online help screen. Tap the corresponding icon to enable or disable Bluetooth, enable or disable Wi-Fi, and set the screen brightness. View notifications such as missed calls, download, upgrade, and third-party applications.
	System status	-	Displays the phone time and status, for example, network, alarm, and do not disturb (DND).
	Number area	In the rightmost portion of the status bar	Swipe down in this area to display information about the registered number.
Display area	-		Displays the screen wallpaper, phone widgets, and other application icons.
Home screen scroll indicator	-		Displays the current screen. By default, eSpace 8950 supports five screens. The third screen is the home screen.
Shortcut operation area	Keypad		Tap the keypad, enter the number, and then place a call. If you are not logging in to the IP phone, you can only place emergency calls.
	Contacts		Tap to enter the My Contacts tab by default. You can switch to the Groups or CorpDir tab.
	Call history		<ul style="list-style-type: none"> A number on the icon indicates the number of missed calls. For example, 3 indicates that there are three missed calls. Tap to enter the All tab by default. You can switch to the Missed tab.

Layout	Details	Description
	Voicemail 	A number on the icon indicates the number of unread voice messages. For example, 3 indicates that there are three unread voice messages.
	Conference 	Tap to enter the conference list screen. On this screen, you can check conference records, join a conference, and create a conference. NOTE This icon is not available in the UC2.X network environment.
	Applications 	Tap to enter the APPLICATION tab by default. You can switch to the CALL WIDGET or WIDGET tab.
	Search 	Tap to search the Internet or eSpace 8950 for the information you want to know.

Changing a Wallpaper

Tap and hold the home screen. The **Choose wallpaper from** screen is then displayed. On this screen, choose any of the following options:

- **Wallpapers:** View and select a system built-in wallpaper.
- **Live Wallpapers:** View and select a dynamic wallpaper.
- **Gallery:** View and select a locally stored photo as a wallpaper.










NOTE










You can use other methods to change a wallpaper. For detailed operations, see [26.2.2 Display](#).

1.4 Status Icons

[Table 1-2](#) describes the status icons on eSpace 8950.

Table 1-2 Status icons on eSpace 8950

Icon	Description
	eSpace 8950 is not correctly connected to the network.
	eSpace 8950 is correctly connected to the network, but an IP conflict occurs.
	eSpace 8950 is connected to a USB device.
	eSpace 8950 is connected to a Wi-Fi network.
	eSpace 8950 has detected available Wi-Fi networks.
	eSpace 8950 has Bluetooth enabled.
	eSpace 8950 has the incoming call tone disabled

Icon	Description
	eSpace 8950 has DND enabled.
	eSpace 8950 has call forward enabled.
	eSpace 8950 has auto answer enabled.
	eSpace 8950 has auto callback (ACB) enabled.
	eSpace 8950 has alarms enabled.
	eSpace 8950 has missed calls.
	eSpace 8950 has unread voice messages.
	eSpace 8950 receives a conference invitation.
	eSpace 8950 is downloading data.

1.5 Network

IP telephony is a real-time voice transmission service over the Internet. Before using IP telephony services on your eSpace 8950, ensure that you have correctly connected the IP phone to the network.




NOTE

eSpace 8950 can be connected only to either a wired network (Ethernet) or wireless network (Wi-Fi).

[1.5.1 Wired Network](#)

[1.5.2 Wi-Fi](#)


1.5.1 Wired Network

- Step 1** Plug one end of the network cable, the other end of which is already connected to the switch, to the network port on your IP phone.
- Step 2** Power on your IP phone. Tap . On the **APPLICATION** tab, tap **Settings**..
- Step 3** In the **WIRELESS & NETWORKS** area, tap **Ethernet**.
- Step 4** Set related parameters. For detailed operations, consult your system administrator.

----End

1.5.2 Wi-Fi

Turning Wi-Fi on and Connecting to a Wi-Fi Network

- Step 1** Tap . On the **APPLICATION** tab, tap **Settings**..
- Step 2** In the **WIRELESS & NETWORKS** area, tap the Wi-Fi switch to turn Wi-Fi on.

The IP phone automatically scans and lists all available, in-range Wi-Fi networks.


Step 3 Select a Wi-Fi network and tap **Connect**.

To connect to an encrypted Wi-Fi network, you must enter the correct password.

----End

Manually Adding a Wi-Fi Network

Step 1 In the **WIRELESS & NETWORKS** area, tap the Wi-Fi switch to turn Wi-Fi on.

Step 2 In the Wi-Fi network list, tap .

Step 3 Complete the required settings in the **Network SSID** and **Security** areas, and set relevant parameters (for example, the password) following the on-screen instructions.


Step 4 Tap **Save**.

----End

Connecting to a Wi-Fi Network Using WPS PIN

You can use WLAN Protected Setup (WPS) to simplify connection to a Wi-Fi network. Simply enter a PIN, and a secure Wi-Fi connection is then automatically set up. You do not need to perform complex configurations on the management software for the Wi-Fi hotspot (for example, a wireless router).

Step 1 In the **WIRELESS & NETWORKS** area, tap the Wi-Fi switch to turn Wi-Fi on.

Step 2 In the Wi-Fi network list, tap .

Step 3 Tap **WPS Pin Entry**.

The IP phone automatically generates a PIN.


Step 4 Enter the PIN on the Wi-Fi hotspot.

----End

Using the Wi-Fi Direct Function

Wi-Fi Direct enables any two devices to easily connect with each other to conveniently transmit and share data.

Step 1 In the **WIRELESS & NETWORKS** area, tap the Wi-Fi switch to turn Wi-Fi on.

Step 2 In the Wi-Fi network list, tap .


Step 3 Tap **Wi-Fi Direct**.

The IP phone automatically scans for and lists all connectable devices.

Step 4 Tap a device to connect.

----End


Configuring Advanced Wi-Fi Settings

- Step 1** In the Wi-Fi network list, tap .
- Step 2** Tap **ADVANCED**.
- Step 3** Set parameters based on the site requirements.
- End

1.6 Language and Input

1.6.1 Language and Input

1.6.1 Language and Input

- Step 1** Tap . On the **APPLICATION** tab, tap **Settings**.
- Step 2** In the **PERSONAL** area, tap **Language & input**.

The language and input settings screen is then displayed. On this screen, you can set the following parameters:

- **Language:** Select a language for your IP phone.
- **Spell checker:** Select to enable spelling correction for your contact information.
- **Personal dictionary:** Add words and shortcut keys to your personal dictionary.
- **Default:** Set a default input method for your IP phone.
- **Android keyboard (AOSP):** Select and set specific Android keyboard (AOSP) options.
- **Huawei IME:** Select and set specific Huawei input method options.
- **Text-to-speech output:** Set the text-to-speech speed and default language.
- **Pointer speed:** Set the pointer speed of the mouse or trackpad.

----End

1.7 Date and Time

- Step 1** Tap . On the **APPLICATION** tab, tap **Settings**.
- Step 2** In the **SYSTEM** area, tap **Date & time**.

The date and time settings screen is then displayed. On this screen, you can set the following parameters:

- **Automatic date & time:** Set your IP phone to automatically time-synchronize with the network. When setting **Automatic date & time**, you need to specify the IP address of the time synchronization server.
- **Set date:** Set the date for your IP phone.
- **Set time:** Set the time for your IP phone.
- **Select time zone:** Set the time zone for your IP phone.
- **Use 24-hour format:** Set the 24-hour format as the time format for your IP phone.

- **Choose date format:** Set the date format for your IP phone.
- **Time Synchronization Server:** Set the IP address of the time synchronization server. You can set the time synchronization server only after your administrator password has been verified. For any questions, contact your system administrator.

----End

Setting the Date and Time on the Web Page

Step 1 On the web page, choose **System > Date & Time**.

Step 2 Select either **Automatic** or **Manual** from **Time Update Mode**.



NOTE

When **Manual** is selected, you can only set the time zone. In this case, you can set the specific date and time on the phone LCD screen.

Step 3 Set the desired time zone in **Time Zone**.

Step 4 Click **Save**.

----End

1.8 Locking and Unlocking the Phone Screen

You can lock the IP phone screen to prevent unauthorized or accidental phone operations.

Setting a Screen Lock Mode

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**.

Step 2 In the **PERSONAL** area, tap **Security**.

Step 3 In the **SCREEN SECURITY** area, tap **Screen lock**.

Step 4 Set the screen lock mode to **None**, **Pattern**, **PIN**, or **Password**.



NOTE

- If you have set the screen lock mode to **Pattern**, **PIN**, or **Password**, you can perform additional tasks; for example, setting the amount of time for your IP phone to be idle before your IP phone automatically locks and setting the lock button to implement the screen lock function.
- You can download your preferred screen lock modes from the Android market to your IP phone.
- To ensure information security, periodically change your screen lock password.

----End


Locking the Phone Screen

- Your IP phone screen can be manually locked. To do so, tap .



NOTE

Before manually locking your IP phone screen, make sure that you have enabled the screen lock

function for .

- Your IP phone screen can automatically lock. To achieve so, you need to set the amount of time for automatic screen lock. When your IP phone is idle for such amount of time, the screen automatically locks.

Unlocking the Phone Screen


Step 1 Tap the screen or press any button on your IP phone.

Step 2 Unlock the IP phone screen based on your settings.


----**End**

1.9 Help

Your IP phone provides a comprehensive Online Help system, helping you understand and use the phone more conveniently and efficiently.

On the notification screen, tap .

NOTE


- Another method of opening the Online Help system: Tap . On the **APPLICATION** tab, tap **Help**.
- You can also swipe down in the profile picture area of the phone's status bar and tap **Help** to open the Online Help system.
- To learn more about phone services, see this user guide.

1.10 Power Supply

You can use a power adapter or Power over Ethernet (PoE) to power your IP phone:


- Power adapter: Insert one end of the power adapter into the power port on your IP phone and insert the other end into a power outlet.
- PoE: Connect your IP phone to a switch that provides PoE.

1.11 Power-off and Restart

Tap and hold . Then tap **Power off** or **Reboot**.


1.12 Energy Conservation

Putting your IP phone to sleep or reducing the screen brightness saves energy.

- **To put your IP phone to sleep**
 1. Tap . On the **APPLICATION** tab, tap **Settings**.
 2. In the **DEVICE** area, tap **Display > Sleep**.

3. Set the amount of time before your idle IP phone automatically goes to sleep.

- **To adjust the screen brightness**

1. Tap . On the **APPLICATION** tab, tap **Settings**.
2. In the **DEVICE** area, tap **Display > Brightness**.
3. Set an appropriate brightness.



NOTE

You can enable the IP phone to automatically adjust its brightness by tapping **Display > Auto Brightness**. Set the amount of time before your idle IP phone automatically adjusts its brightness.

1.13 Maintenance

Periodically clean and maintain your IP phone so that it can function properly for a long time.

- A protective film on the phone screen can effectively prevent dust and scratch.
- Use a soft, dry cloth to wipe the screen. Never use the cloth with liquid or powder. This may cause component failures.
- Do not expose your IP phone to moisture or direct sunlight. This is to extend the lifespan of your IP phone.
- Do not place your IP phone in an environment with dense magnetic fields. Otherwise, dusts may adhere to the speaker diaphragm, which degrades the speaker performance.
- If your IP phone is equipped with a USB camera, properly maintain the USB camera. For details, see [Maintaining Your Camera](#).

2 Login

Logging In to Your IP Phone



Step 1 Power on your IP phone and connect it to the network.

Step 2 Tap **Log In** on the right of the status bar.

Step 3 Enter your account and password, and click **Log In**.



NOTE

When you are logging in, make sure that your IP phone is correctly connected to the network. That is,  or  is not displayed in the status bar. If you cannot log in, contact your system administrator.

----End

Logging In to the Phone Web Page

Step 1 On a PC, open a web browser and enter your IP address, for example, <http://192.169.1.72>. (To obtain your IP phone's address, follow the instructions in [26.4.4 About Phone](#).)



NOTE

It is recommended that you use Internet Explorer 8.0.

Step 2 Enter your account and password. (The default account and password are the account and password you use to log in to the IP phone.)

Step 3 Click **Log In**.

----End

3 Multi-line Support

- **Line:** Each line corresponds to a phone number that others can use to call you.
- **Call:** Each line supports multiple calls. Your system administrator can adjust the number of calls supported according to your needs. Only one call can be active at any time; other calls are automatically placed on hold.
- **Line button:** located in the drop-down list box in the upper right corner of your IP phone's screen. Each line button supports multiple lines.

eSpace 8950 provides 24 line buttons. Each line button can be assigned a maximum of 24 lines. eSpace 8950 supports a maximum of 24 lines and 24 concurrent calls. To view the line button status, swipe down in the number area on the right of the status bar.

Using Multiple Lines

eSpace 8950 supports multiple concurrent calls using the same or different lines.


- When a line is occupied, you can press the line button to switch to another available line.
- You can switch lines in multiple scenarios, for example, when you are dialing a number, when a call comes in, or when you are engaged in an ongoing call.
- Line switching is required in services such as call waiting, call transfer, and local conference. Therefore, you need to configure at least two lines for the account that uses such services.



NOTE

On the phone LCD screen or web page, navigate to **Advanced** and configure lines or query line configurations. For detailed operations, consult your system administrator. In the IMS+UC network environment, eSpace 8950 only supports query of line configurations.







Modifying the Label Displayed for a Line Button

- Step 1** Tap . On the **APPLICATION** tab, tap **Settings**.
 - Step 2** In the **PERSONAL** area, tap **Account > Line Button Label**.
 - Step 3** Tap a line button and modify its label.
 - Step 4** Tap **OK**.
- End

Understanding the Icons Displayed for a Line Button

Table 3-1 describes the line button-related icons.

Table 3-1 Line button-related icons

Icon	Description
	The line is in standby state (or called idle state).
	The line is in dialing state.
	The line is in callout state.
	The line is in talking state.
	The line is in active call hold state.
	The line is in a conference call.



4 Presence

In the UC2.X Network Environment

On the phone LCD screen, you can quickly check the status (for example, online or busy) of contacts in the speed dial list.

In the speed dial list, the icon in the lower right corner of a contact's profile picture indicates the status of the contact.

Table 4-1 Status description

Icon	Description
	The contact is in online state.
	The contact is in busy state, which can be subdivided into offhook, dialing, absent, receiving a call, placing a call, and being engaged in a call.

In the IMS+UC Network Environment

On your phone LCD screen, you can view or set your phone status, and view the status of your contacts in your speed dial list, contact list, call history, and conference participant list. This function provided is known as presence.



NOTE


Before using the presence function, ensure that your account has been assigned the presence service rights on the IP phone and server. For any questions, contact your system administrator.

- **To set a presence status**

1. Swipe down in the profile picture area of the status bar.
2. Tap to set a desired status.



NOTE




You can also choose  > **Settings** > **PERSONAL** > **Account** > **Status Settings** and then tap to set a desired status.

- **To view a presence status**

- To view your own status

You can view your own status in the profile picture area of the phone's status bar. [Table 4-2](#) describes statuses available.







Table 4-2 Status description




Icon	Description
	You are online and in idle state.
	You are in busy state, which can be subdivided into offhook, dialing, absent, receiving a call, placing a call, and being engaged in a call.
	You are in DND state.

– **To view the status of your contacts**

Your phone displays the converged status of your contacts. If a contact has an IP phone number and a soft terminal number, your phone displays only one status icon for this contact, which is the converged status of this contact. You can view the status of your contacts in your speed dial list, contact list, call history, and conference participant list. [Table 4-3](#) describes the status convergence rules.

Table 4-3 Status convergence

Status of the IP Phone Number	Status of the Soft Terminal Number	Converged Status	Icon
DND	Online, busy, DND, offline, away, unknown, or NA (NA: no soft terminal number)	DND	
Online, busy, DND, offline, unknown, or NA (NA: no IP phone number)	DND	DND	
Busy	Online, busy, offline, away, unknown, or NA	Busy	
Online, busy, offline, unknown, or NA	Busy	Busy	
Online, offline, unknown, or NA	Away	Away	
Online, offline, unknown, or NA	Online	Online (soft terminal icon)	
Online, offline,	Unknown	Unknown	No icon

Status of the IP Phone Number	Status of the Soft Terminal Number	Converged Status	Icon
unknown, or NA			
Online, offline, unknown, or NA	Offline	Offline	
Online, offline, or unknown	NA	Online (IP phone icon), offline, or unknown	 ,  , or no icon

5 Video Control


If the IP phone is equipped with a USB camera, you can perform a video call on the IP phone. You can set the video control options, including setting whether to enable automatic video call placing or answering or whether to enable local video.

You can set the video control function on your phone LCD screen or web page. For detailed operations, see [Table 5-1](#).

- **Video:** sets the phone to automatically select video call placing or answering when placing or answering a call.
- **Always Send Video:** sets the phone to automatically enable local video while on a video call.

If you have not set **Always Send Video**, you need to manually enable local video while placing or answering a video call; otherwise, the peer party cannot see your local video.

Table 5-1 Video Control

If You Want to...	Then...
Set video control on the phone LCD screen.	<ol style="list-style-type: none"> 1. Tap . On the APPLICATION tab, tap Settings.. Choose PERSONAL > Call Settings > Video Control. 2. Tap Video or Always Send Video.
Set video control on the phone web page	<ol style="list-style-type: none"> 1. Choose Call Settings > Video Control. 2. Click Enable or Disable for Video (perform the same for Always Send Video). 3. Click Save.

6 Call

6.1 Answering Calls

- 6.1.1 Answering Incoming Calls
- 6.1.2 Auto-answering Calls
- 6.1.3 Call Divert
- 6.1.4 One Button to Voicemail
- 6.1.5 Ignoring Calls
- 6.1.6 Rejecting Calls

6.1.1 Answering Incoming Calls




When your IP phone is in idle state and receives an incoming call, you can pick up the phone to answer it.

 **NOTE**

If you have stored the calling party's name, phone number, department, and profile picture in your contact list or corporate directory, all such information is displayed on your phone screen.

You can answer a call in different ways. For detailed operations, see [Table 6-1](#).

Table 6-1 Methods of answering a call

If You Want to...	Then...
Answer with the speaker	Press  or tap  . If you have set the audio source to speaker, you can tap Answer or tap the line button corresponding to the incoming call to answer it with the speaker.
Answer with a headset	Tap  . If you have set the audio source to headset, you can tap Answer or tap the line button corresponding to the incoming call to answer it with the headset. NOTE

If You Want to...	Then...
	Ensure that your phone has connected to a headset.
Auto-answer a call	Enable the auto answer function. For detailed operations, see 6.1.2 Auto-answering Calls .

If you have enabled automatic video call placing or answering, your phone will automatically start video call answering when a call comes in, irrespective of whether you answer it using a handset, speaker, or headset. If you do not want to use video call answering, tap **Audio Answer**.

6.1.2 Auto-answering Calls

After the auto answer function is enabled, your IP phone will automatically answer an incoming call if you do not answer it within a specific period of time (for example, 10s). The time is configurable.

You can enable or disable the auto answer function of the phone on the web page.

Enabling Auto Answer

- Step 1** On the web page, choose **Call Settings > Auto Answer**.
 - Step 2** Select **Enable** for **Auto Answer**.
 - Step 3** Set the amount of time in **Delay Time**.
 - Step 4** Click **Save**.
- End

Disabling Auto Answer

- Step 1** On the web page, choose **Call Settings > Auto Answer**.
 - Step 2** Select **Disable** for **Auto Answer**.
 - Step 3** Click **Save**.
- End

6.1.3 Call Divert

The call divert function allows you to transfer a call to a third party directly.




NOTE

Before using the call divert function, ensure that your account has been assigned the call divert service rights. For any questions, contact your system administrator.

- Step 1** When a call comes in, tap **Transfer**.
- Step 2** Enter a third-party number.

You can also directly select a contact from the contact list or call history.

Step 3 Tap .
----End

6.1.4 One Button to Voicemail


When you are unable to answer a call, use the one button to voicemail function to forward the call to your voicemail. You can retrieve the voice message later when convenient.



NOTE

Before using the one button to voicemail function, ensure that your account has been assigned the one button to voicemail rights. For any questions, contact your system administrator.

When a call comes in, during a call, or when your call is placed on hold, tap **Voicemail**. When you hang up, the other party will leave a voice message to your voicemail.

You can tap  on the home screen to retrieve the voice message. For detailed operations, see [23 Voicemail](#).

6.1.5 Ignoring Calls

When a call comes in, tap **Ignore**. Your phone stops ringing.

6.1.6 Rejecting Calls

When a call comes in, tap **Hang Up**. Your phone closes the incoming call screen.

6.2 Placing Calls

[6.2.1 Placing Calls by Directly Entering Numbers](#)

[6.2.2 Placing Calls Using the Speed Dial Widget](#)

[6.2.3 Placing Calls Using Contacts](#)

[6.2.4 Placing Calls Using the Call History](#)

[6.2.5 Placing Calls Using the Corporate Directory](#)

[6.2.6 Placing Calls Using the Linked eSpace Desktop](#)

[6.2.7 Placing Emergency Calls](#)

[6.2.8 Abbreviated Dialing](#)

With abbreviated dialing enabled, the phone allows you to dial an abbreviated number instead of a complete called number to connect to the called party.




6.2.1 Placing Calls by Directly Entering Numbers

Pick up the phone handset, enter a number, and then tap .



NOTE

Your IP phone supports number matching. When you are entering a number, your favorites (including their phone numbers and the first letter of their names) that most match your search criteria will be automatically displayed in the left pane. When you are only entering a single digit, only the first letter of contact names is displayed, but not their phone numbers.

You can enter the dialing screen by tapping , pressing , or swiping down in the number area on the right of the status bar and tapping an idle line. Then, from the favorites list on the left of the screen, select a contact and tap  on the right to call the contact.

6.2.2 Placing Calls Using the Speed Dial Widget

If you have added a contact to the **Speed Dial** widget, tap the contact in the **Speed Dial** widget to directly call him or her.





NOTE

For details about how to add the **Speed Dial** widget, see [25.1.2 Speed Dial](#).

6.2.3 Placing Calls Using Contacts

If a contact has been added to **Contacts**, you can call the contact on the **Contacts** screen.

Step 1 Tap .

Step 2 Tap  on the right of a contact to call him or her.



NOTE

- You can tap and hold a contact. On the screen that is displayed, tap **Edit Dial**, change the contact's number, and then call him or her.
- You can tap a contact. On the contact details screen, call the contact's other numbers.

----End

6.2.4 Placing Calls Using the Call History

Step 1 Tap .

Step 2 On the **All** or **Missed** tab, tap  on the right of a contact to call him or her.




NOTE

You can tap and hold a contact. On the screen that is displayed, tap **Edit Dial**, change the contact's number, and then call him or her.

----End

6.2.5 Placing Calls Using the Corporate Directory

Step 1 Tap .

Step 2 On the **CorpDir** tab, tap a contact.

Step 3 On the contact details screen, tap  next to the number you want to call.



NOTE

You can tap and hold a contact. On the screen that is displayed, tap **Edit Dial**, change the contact's number, and then call him or her.

----End

6.2.6 Placing Calls Using the Linked eSpace Desktop

After your phone is linked to the eSpace Desktop, you can place calls using the eSpace Desktop. For detailed operations, see [18 Linkage](#).

6.2.7 Placing Emergency Calls



NOTE

- Before using the emergency call service, ensure that your IP phone has the call source configured and has emergency call service rights enabled. For any questions, contact your system administrator.
- In the factory defaults of an IP phone, the emergency call service is not enabled for the IP phone.

You can still place emergency calls (for example, 911) when a phone is unregistered or locked.

In the IMS+UC network environment, you can place LBS-enabled emergency calls. LBS is short for location based service. When you are placing an LBS-enabled emergency call, the emergency call center can obtain your current location in real time, so that further actions can be taken promptly.

Using a Locked IP Phone


Step 1 Tap **EMERGENCY CALL**.



NOTE

Directly pick up your phone or tap  to enter the emergency call screen.

Step 2 Enter an emergency number.

Step 3 Tap .

----End

Using an Unregistered IP Phone


Step 1 Tap  in the lower left corner of the screen.



NOTE

Directly pick up your phone or tap  to enter the emergency call screen.

Step 2 Enter an emergency number.

Step 3 Tap .

----End

6.2.8 Abbreviated Dialing

With abbreviated dialing enabled, the phone allows you to dial an abbreviated number instead of a complete called number to connect to the called party.



NOTE

- Before using the abbreviated dialing function, ensure that your account has been assigned the abbreviated dialing service rights on the IP phone and server. For any questions, contact your system administrator.
- The abbreviated numbers are set on eSpace Portal. For detailed operations, see the *eSpace UC Product Documentation*.

On the dialing screen, enter an abbreviated number and press **Abbreviated Dial**.

For example, if you have abbreviated **0571666666** to **1**, dial **1** and tap **Abbreviated Dial** to reach **0571666666**.

6.3 Performing Operations During a Call

[6.3.1 Viewing a Contact's Name, Department, and Profile Picture](#)

[6.3.2 Muting Calls](#)

[6.3.3 Switching Between the Handset, Speaker, and Headset](#)

[6.3.4 Performing Video-Related Operations During a Call](#)

[6.3.5 Two-Stage Dialing](#)

[6.3.6 Initiating Another Call While on a Call](#)

6.3.1 Viewing a Contact's Name, Department, and Profile Picture

If you have saved detailed information about a contact, such as name, number, department, and profile picture, in **Contacts**, the contact information is displayed on the screen when you are placing a call to or receiving a call from the contact or when you are engaged in a call with the contact.

If the calling party matches a contact in **CorpDir**, you can also see the contact's name, department, and profile picture.

6.3.2 Muting Calls

After muting a call, you can hear the other party but the other party cannot hear you. The mute function is effective in the handset, speaker, or headset mode.

Enabling the Mute Function

During a call, press  or tap .

Disabling the Mute Function

During a call, press  or tap .



NOTE

The mute function is effective only during the call, but not when a call comes in or is placed on hold.

6.3.3 Switching Between the Handset, Speaker, and Headset




During a call, you can easily switch between the handset, speaker, and headset.



NOTE

To switch to the headset, make sure that you have a headset ready.



- To switch to the speaker

In the handset or headset mode, press  or tap . eSpace 8950 is then switched to the speaker mode. At the time,  is displayed in the call control area.

- To switch to the handset

In speaker or headset mode, you can pick up the handset and eSpace 8950 is then switched to the handset mode.

- To switch to the headset

In the handset or speaker mode, tap . eSpace 8950 is then switched to the headset mode. At the time,  is displayed in the call control area.

6.3.4 Performing Video-Related Operations During a Call



During a call, you can tap  and then perform video-related operations described in [Table 6-2](#).

Table 6-2 Video-related operations

If You Want to...	Then...
Switch an audio call to a video call	Tap Video Call . After your peer accepts your video call request, you can see each other's video.
Switch a video call to an audio call	Tap Audio Call . Then, the video call screen is closed, and the audio call screen is displayed.
Stop video	Tap Stop Video . Your IP phone stops your local camera, and your peer can no longer view your video.
Start video	Tap Start Video . Your IP phone starts your local camera, and your peer can view your video.
Switch between the small and large video panes	Tap Switch . Then, the two video panes on the screen are switched.
Disable self-video (local video preview)	Tap Close Self-Video . Then, your local video is stopped.
Enable self-video (local video preview)	Tap Show Self-Video . Then, your local video is started.
Move the small video pane	Drag the small video pane to the desired location.

6.3.5 Two-Stage Dialing

Two-stage dialing is usually used in interactive voice response (IVR). For example, when you call a customer service center, you can hear the system announcements. Then, you dial a number as prompted.



Step 1 During a call, tap .

Step 2 On the two-stage dialing screen, enter digits as prompted.


----End

6.3.6 Initiating Another Call While on a Call

While on a call, you can initiate another call, without the need to end the ongoing call.

Tap . On the dialing screen, enter a number and tap .

NOTE


- You can select contacts on the favorites list, contact list, or call history tab, and then tap .
- You can also swipe down in the number area on the right of the status bar, tap an idle line button (you can select different accounts), and select a contact or directly enter a number to call.

7 Audio Source

The audio source is the one you use to have audio conversations with others on your phone after you tap **Answer**, **Call**, or a line button on your phone screen.

You can set the audio source on your phone LCD screen or web page. For detailed operations, see [Table 7-1](#).

Table 7-1 Audio source settings

If You Want to...	Then...
Set the audio source on the phone LCD screen	<ol style="list-style-type: none">1. Tap . On the APPLICATION tab, tap Settings.2. In the Call Settings area, tap Audio Source.3. Tap to select the desired audio source.
Set the audio source on the phone web page	<ol style="list-style-type: none">1. Choose Call Settings > Audio Source.2. Click to select the desired audio source.3. Click Save.



NOTE

eSpace 8950 supports multiple headsets, including Bluetooth headset, USB headset, and 3.5 mm headset. The Bluetooth headset has the highest priority and the 3.5 mm headset has the lowest priority.

8 Call Waiting

After the call waiting function is enabled, if the phone that is engaged in an active call has a new incoming call, the phone LCD screen displays a message notifying the user of this new incoming call.




NOTE

- Before using the call waiting function, ensure that a line is configured to support at least two concurrent calls.
- Before using the call waiting function, ensure that your account has been assigned the call waiting service rights on the IP phone and server. For any questions, contact your system administrator.

How to Set

You can set the call waiting function on your phone LCD screen or web page. For detailed operations, see [Table 8-1](#).

Table 8-1 Call waiting setting

If You Want to...	Then...
Set call waiting on the phone LCD screen	<ol style="list-style-type: none">1. Tap . On the APPLICATION tab, tap Settings.2. In the Call Settings area, tap Call Waiting.
Set call waiting on the web page	<ol style="list-style-type: none">1. Choose Call Settings > Call Waiting.2. Select Enable or Disable.3. Click Save.

How to Use



NOTICE

Call waiting takes precedence over auto answer, call forward busy, and call forward no answer, but call forward all and DND take precedence over call waiting.

If the phone that is engaged in an active call has a new incoming call, you can:

- Tap **Answer**.
Answer the new call and hold the original call.



NOTE

- In the UC2.X network environment, to answer a new incoming video call, tap **Audio Answer** or **Video Answer**.
- In the IMS+UC network environment, to answer a new incoming video call, tap **Video Answer**.
- Tap **Hang Up**.
Hang up the new call and go back to the original call screen.

You can tap **More** and select **Ignore**, **Transfer**, or **Voicemail**.

- If you tap **Ignore**, the ring of the new call is stopped
. Before the calling party hangs up, you can still tap **Answer** to answer the call.
- If you tap **Transfer**, the incoming call is transferred to another party
.
- If you tap **Voicemail**, the incoming call is transferred to the voicemail
.



NOTE

Your phone number must have the call divert function enabled; otherwise, the incoming call notification screen will not display the **Transfer** and **Voicemail** buttons.

9 Call Hold

During call hold, the two parties in the call cannot hear each other.

- To place an ongoing call on hold, tap **Hold**.
- To resume a call placed on hold, tap **Resume**.

If your phone has been assigned two or more calls and one or more of them are idle, you can place a new call after you place your current call on hold. For details about how to place a new call during call hold, see [6.3.6 Initiating Another Call While on a Call](#).



NOTE

- You cannot end a call that is placed on hold by yourself. If the call placed on hold is the only call on your phone, the phone reminds you that there is a call on hold by means of periodic sound notifications and the MWI.
- When multiple calls are connected on the phone, you can tap the line button to hold or resume a call.

10 Call Transfer

You can transfer an ongoing call to a third party.

A call can be transferred in any of the following three modes:

- **Blind transfer**
A call is transferred to a third party directly without waiting for the third-party to start ringing.
- **Semi-consult transfer (for UC2.X only)**
A call is transferred to a third party after the phone of the third party rings.
- **Consult transfer**
A call is transferred to a third party after the third party answers the call.




NOTE

- Before enabling the call transfer service for a number, ensure that the number has been assigned at least two calls and that there are idle calls.
- If call transfer fails, you can tap **Resume** to resume your call.

Blind Transfer


Step 1 Tap **Transfer** during a call.

The call is placed on hold.

Step 2 Enter a number and tap .



NOTE


You can also select a number from the contact list, call history, or favorites list and then tap .

----End

Semi-consult Transfer (for UC2.X only)


Step 1 Tap **Transfer** during a call.

The call is placed on hold.

Step 2 Enter a number and tap .



NOTE

You can also select a number from the contact list, call history, or favorites list and then tap .


Step 3 When hearing the ring back tone, tap **Transfer**.

----End

Consult Transfer


Step 1 Tap **Transfer** during a call.

The call is placed on hold.

Step 2 Enter a number and tap .

After the third party answers the call, ask him or her whether to answer the call.

 **NOTE**

You can also select a number from the contact list, call history, or favorites list and then tap .

Step 3 If the third party accepts the call, tap **Transfer**.

----End

11 Call Forward

After the call forward function is enabled, incoming calls are forwarded to voicemail or a specified phone number when the call forward conditions are met. The phone does not ring or log such incoming calls.

The phone supports four types of call forward, namely, call forward all, call forward busy, call forward no answer, and call forward offline in descending order of priority.

- **Call forward all**
All incoming calls are forwarded to voicemail or a specified phone number.
- **Call forward busy**
When the phone is offhook, dialing, or in an active call, incoming calls are forwarded to voicemail or a specified phone number.
- **Call forward no answer**
When an incoming call is not answered within a specified period, the call is forwarded to voicemail or a specified phone number.
- **Call forward offline**
When the phone is offline, incoming calls are forwarded to voicemail or a specified phone number.







NOTE


- Before using the call forward function, ensure that your account has been assigned the call forward service rights on the IP phone and server. For any questions, contact your system administrator.
- The call forward function is available only for the current number. For a new number, you must enable the call forward function again.
- In the IMS+UC network environment, incoming calls cannot be forwarded to voicemail.

You can set the call forward function on your phone LCD screen or web page. For detailed operations, see [Table 11-1](#).

Table 11-1 Call forward setting

If You Want to...	Then...
Set call forward on the phone LCD screen	Enable call forward 1. Tap  . On the APPLICATION tab, tap Settings . 2. In the Call Settings area, tap the desired call forward mode. NOTE

If You Want to...	Then...
	<p>You can tap  in Call Forward or  in Quick Setting to quickly access the setting screen. For details about how to add the Call Forward and Quick Setting widgets, see 25.1.1 Call Forward and 25.1.3 Quick Setting, respectively.</p> <p>3. Select a call forward destination.</p> <ul style="list-style-type: none"> • Voicemail: Incoming calls are forwarded to voicemail. • Number: Enter the number of a third party and tap OK. <p>NOTE</p> <ul style="list-style-type: none"> • If the Number or Voicemail option is not displayed, contact your system administrator. • If your Call Forward has setting records, you can directly select the desired call forward mode. <p>Disable call forward</p> <p>1. Tap . On the APPLICATION tab, tap Settings..</p> <p>2. In the Call Settings area, deselect the call forward mode you want to disable.</p> <p>NOTE</p> <p>You can also directly deselect the call forward mode in Call Forward.</p>
<p>Set call forward on the web page</p>	<p>Enable call forward</p> <p>1. Choose Call Settings > Call Forward.</p> <p>2. Select a call forward mode and click Enable.</p> <p>3. Select Voicemail or Number.</p> <ul style="list-style-type: none"> • Voicemail: Incoming calls are forwarded to voicemail. • Number: Enter the number of a third party. <p>NOTE</p> <p>If the Number or Voicemail option is not displayed, contact your system administrator.</p> <p>4. Click Save.</p> <p>Disable call forward</p> <p>1. Choose Call Settings > Call Forward.</p> <p>2. Select a call forward mode and click Disable.</p> <p>3. Click Save.</p>


When the call forward function is set,  is displayed in the status bar of the phone screen.

12 Bluetooth Context-Awareness

Before using the Bluetooth context-awareness function, ensure that your IP phone has the call forward function enabled. For detailed operations, see [11 Call Forward](#).

You can set the Bluetooth context-awareness function on your phone LCD screen or web page. For detailed operations, see [Table 12-1](#).

Table 12-1 Bluetooth context-awareness setting

If You Want to...	Then...
Set Bluetooth context-awareness on the phone LCD screen	<ol style="list-style-type: none"> 1. Tap . On the APPLICATION tab, tap Settings. 2. In the Call Settings area, tap Bluetooth. 3. Tap to set the desired Bluetooth context-awareness mode. <p>Auto Call Forward: After the auto call forward function is enabled, all incoming calls are automatically forwarded to the preset number when the Bluetooth headset is disconnected from the IP phone.</p>
Set Bluetooth context-awareness on the phone web page	<ol style="list-style-type: none"> 1. Choose Call Settings > Bluetooth. 2. Click Enable or Disable for the desired Bluetooth context-awareness mode. <p>Auto Call Forward: After the auto call forward function is enabled, all incoming calls are automatically forwarded to the preset number when the Bluetooth headset is disconnected from the IP phone.</p> <ol style="list-style-type: none"> 3. Click Save.

13 DND

After the DND function is enabled, all incoming calls are automatically rejected but you can still place calls.



NOTE

- Before using the Server DND function, ensure that your account has been assigned the Server DND service rights on the IP phone and server. For any questions, contact your system administrator.
- The Server DND function is available only for the current number. For a new number, you must enable the Server DND function again.

Setting DND

In the UC2.X network environment, you can set the DND function on your phone LCD screen or web page. For detailed operations, see [Table 13-1](#).



Table 13-1 DND setting

If You Want to...	Then...
Set DND on the phone LCD screen	<ol style="list-style-type: none"> 1. Tap . On the APPLICATION tab, tap Settings. 2. In the Call Settings area, tap DND Settings. 3. Tap a desired DND mode. <ul style="list-style-type: none"> • Server DND: The phone does not receive any calls. • Local DND: Tap either Call Reject or Ringer Off.
Set DND on the web page	<ol style="list-style-type: none"> 1. Choose Call Settings > DND. 2. Select a DND mode. <ul style="list-style-type: none"> • Server DND: The phone does not receive any calls. • Local DND: Select either Call Reject or Ringer Off. 3. Click Save.

Enabling or Disabling DND


You can use either of the following methods to enable or disable DND:


- Tap in **Quick Setting** to enable DND. Tap to disable DND.

- Tap  > **Settings** > **PERSONAL** > **Account** > **Status Settings** and tap  to enable DND. Tap any other states to disable DND.



NOTE

In the IMS+UC network environment, you can swipe down in the profile picture area of the status bar and tap  to enable DND. Tap any other states to disable DND.

After the DND function is enabled,  is displayed in the status bar of the phone screen.

14 Advanced Secretary

A line is shared by a manager and secretary. When a call for the manager comes in, the secretary answers the call and decides whether to forward the call to the manager. The manager can view all incoming calls and directly answer important calls, without the call transfer by the secretary.

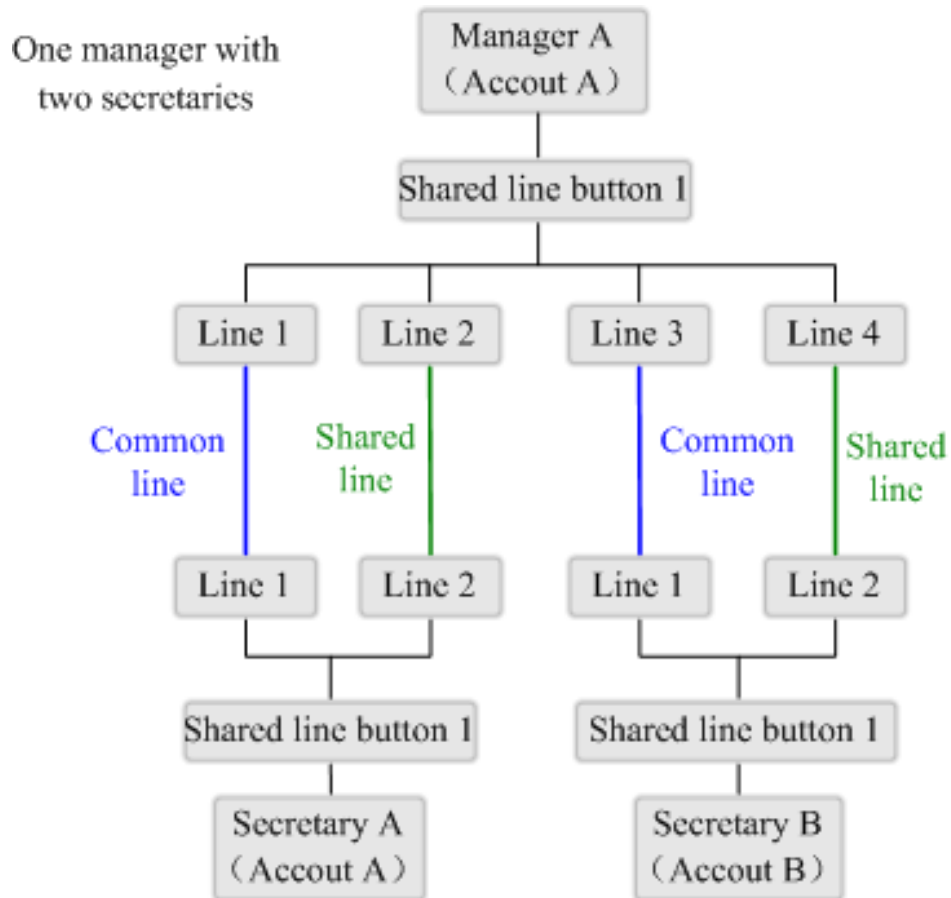



NOTE

Before using the advanced secretary function, ensure that your account has been assigned the advanced secretary service rights on the IP phone and server. For any questions, contact your system administrator.

Assume that User A is the manager of a company, and User B and User C are User A's secretaries. [Figure 14-1](#) describes line mappings between A, B, and C.

Figure 14-1 Line mappings between A, B, and C



The manager's line and secretaries' lines are shared. When a user calls the shared line, the phones of both the manager and secretaries ring at the same time. After a shared line is configured, the icon  is displayed for the line button.

A Third Party Calls a Shared Line and the Manager Directly Answers the Call

A third-party user D calls A who then directly answers the call.

Step 1 D calls A.

The phones of A, B, and C ring simultaneously.

Step 2 A directly answers the call, because this call is from a VIP.

The phones of B and C stop ringing. The shared line is in talking state, which is displayed on the phones of A, B, and C.

Step 3 A or D hangs up to end the call.

The shared line is in idle state, which is displayed on the phones of A, B, and C.

----End

A Third Party Calls a Shared Line and a Secretary Answers and Transfers the Call to the Manager

A third-party user D calls A. B answers the call and transfers it to A.

Step 1 D calls A.

The phones of A, B, and C ring simultaneously.

Step 2 B answers the call.

The phones of A and C stop ringing. The shared line is in talking state, which is displayed on the phones of A, B, and C.

Step 3 After conversation with D, B places the call on hold and asks A whether to answer the call using a common line (not a shared line).

Step 4 A agrees to answer the call. Then A presses the shared line button, selects the line to reach D, and tap **Retrieve** to have a conversation with D.

----End

When the Manager or a Secretary Places a Call on Hold, They Can Retrieve the Call for Each Other

If the manager's call is placed on hold, the secretary can retrieve the call for the manager. The manager can also do this for the secretary if the secretary's call is placed on hold.

In this example, A can tap **Hold** to place a call on hold, and then a **Retrieve** icon is displayed on the phone of B or C. B or C can press the shared line button, select the line to reach D, and tap **Retrieve** to have a conversation with D.

When the Manager or a Secretary Is on a Call, They Can Start the Private Hold Service to Stop Others from Retrieving the Call

When the manager or a secretary is on a call over the shared line, they can start the private hold service so that others cannot retrieve the call.

In this example, A can tap **Private Hold** to place a call on hold, and then a **Retrieve** icon is not displayed on the phone of B or C.


15 Intercom

The intercom function enables users within an enterprise to easily communicate with each other.



NOTE

Before using the intercom function, ensure that your account has been assigned the intercom service rights on the IP phone and server and that the intercom function has been configured for an idle line button. For any questions, contact your system administrator.

When the intercom function is configured, the corresponding line button is displayed as an intercom button, and the intercom icon  is displayed.



NOTICE

The intercom function takes precedence over DND and call waiting, but call forward all takes precedence over intercom.

Placing Intercom Calls

Table 15-1 describes the detailed operations for placing intercom calls.

Table 15-1 Placing intercom calls

On Your IP Phone, If...	Then...
The target number has been set	Tap the intercom button directly to place an intercom call.
The target number has not been set	Tap the intercom button. The dialing screen is displayed. You can directly enter a number or select a number from your contact list, corporate directory, or call history to place an intercom call.
An intercom call is ongoing and you start a new intercom call	The phone ends the ongoing intercom call first and starts a new call.

On Your IP Phone, If...	Then...
A common call is ongoing and you start an intercom call	The phone places the common call on hold first.

Intercom Call in Progress

When an intercom call is set up, the phone displays the intercom call screen, on which only the hangup button is available.

The ongoing intercom call will be automatically ended if you place or receive a new call.

Answering Intercom Calls

You can configure the auto answer and auto mute functions on the phone web page, which helps you answer intercom calls.

To set auto answer

- Step 1** Choose **Call Settings > Intercom**.
 - Step 2** Select **Enable** or **Disable** for **Auto Answer**.
 - Step 3** Click **Save**.
- End



To set auto mute

- Step 1** Choose **Call Settings > Intercom**.
 - Step 2** Select **Enable** or **Disable** for **Auto Mute**.
 - Step 3** Click **Save**.
- End

[Table 15-2](#) describes the detailed operations for answering intercom calls.

Table 15-2 Answering intercom calls

On Your IP Phone, If...	Then...
Auto answer has not been enabled	Hear the incoming call tone and see the incoming call screen on the IP phone when a call comes in.
Auto answer has not been enabled and a common call is ongoing	When an intercom call comes in, you can hear the incoming call notification tone. After you answer the intercom call, the existing common call is placed on hold.

On Your IP Phone, If...	Then...
Auto answer has been enabled and a common call is ongoing	You can hear the peer parties of the intercom call and the common call at the same time
Auto mute has not been enabled	A two-way intercom call is set up after you answer the call.
Auto mute has been enabled	A one-way intercom call is set up after you answer the call. You need to press  again or tap  to resume the two-way intercom call.

16 Distinctive Ring

 **NOTE**

Before using the distinctive ring function, ensure that your account has been assigned the distinctive ring service rights on the IP phone and server. For any questions, contact your system administrator.

You can set distinctive rings for internal and external calls.

For details about how to set the distinctive ring service, see [26.2.1 Sound](#).

The ring priorities in descending order are as follows: contact ring, group ring, internal or external call ring, and default ring.

 **NOTE**

In the IMS+UC environment, the IP phone supports distinctive rings for contacts both inside and outside of the IMS group.

17 Auto Callback (for IMS+UC)

When the number you dialed is busy, you can enable the auto callback (ACB) function. After that, the system automatically calls you and the desired number to set up a call once the desired number is idle.

Using the ACB Function



NOTE

Before using the ACB function, ensure that your account has been assigned the ACB service rights on the IP phone and server. For any questions, contact your system administrator.

Step 1 If the party you are calling is busy, you can register the ACB service as prompted.



NOTE

If ACB registration is successful, you will hear a success announcement.

Step 2 When detecting that the peer party is available, the system initiates a call to you.

Step 3 After you answer the call, the system initiates a call to the peer party.

Step 4 After the peer party answers the call, the call between you and the peer party is set up.

----End

18 Linkage

The linkage function is to link your IP phone with an eSpace Desktop (an eSpace PC client). With the linkage function enabled, the status between your IP phone and the linked eSpace Desktop is synchronized, and also you can use the linked eSpace Desktop to place, answer, or end calls for your IP phone.

NOTE

- Before using the linkage function, ensure that your account has been assigned the linkage service rights on the IP phone and server. For any questions, contact your system administrator.
- The operations of placing, answering, and ending calls are performed using the linked eSpace Desktop, but your IP phone carries the audio.

Enabling Linkage


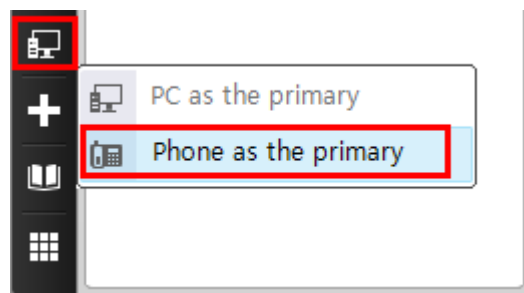

After you log in to eSpace Desktop, click  on the left of the eSpace Desktop screen and choose **Phone as the primary**, as shown in [Figure 18-1](#).

Figure 18-1 Screen for enabling linkage in the UC2.0 or IMS+UC network environment



After the linkage function is enabled,  is displayed for the line button corresponding to the phone number.

Using Linkage

After linkage is enabled, you can perform the operations described in the following table.

Table 18-1 Using linkage

If You Want to Use the Linked eSpace Desktop to...	Then...
Place a call for your IP phone	<p>Enter and dial the number of the called party on the linked eSpace Desktop.</p> <p>Your IP phone and the linked eSpace Desktop both display the calling screen/window.</p> <p>NOTE Ensure that the linkage-enabled number of your IP phone has an idle line in this scenario.</p>
Perform a call pickup	<p>When the linkage-enabled account of your IP phone has an incoming call, your IP phone and the linked eSpace Desktop both display the incoming call notification screen/window.</p> <p>Click Answer on the linked eSpace Desktop.</p>
End a call for your IP phone	<p>When the linkage-enabled account of your IP phone is engaged in a call, your IP phone and the linked eSpace Desktop both display the talking screen/window.</p> <p>Click Hang Up on the linked eSpace Desktop.</p>
Two-stage dialing	<p>When the linkage-enabled account of your IP phone is engaged in a call, your IP phone and the linked eSpace Desktop both display the talking screen/window.</p> <p>Open the keypad for two-stage dialing on the linked eSpace Desktop and perform two-stage dialing.</p>
Start a conference for your IP phone (for IMS+UC)	<p>Use the conference function on the linked eSpace Desktop to start a conference. Then, your IP phone displays the conference screen.</p> <p>During the conference, you can also use the linked eSpace Desktop to add, delete, or mute participants, start a data conference, place the conference on hold, or end the conference.</p> <p>NOTE On the phone LCD screen, you can add, delete, or mute participants, place the conference on hold, or end the conference.</p>
Blind transfer	<p>When the linkage-enabled account of your IP phone is engaged in a call, your IP phone and the linked eSpace Desktop both display the talking screen/window.</p> <p>Click Transfer and enter the transfer-to number on the linked eSpace Desktop.</p>
View the phone status	<p>The phone status is displayed in real time on the linked eSpace Desktop when your perform operations over the first line for the linkage-enabled number of your IP phone. The phone status information includes onhook/offhook status, incoming/outgoing call notification, call process, and conference information.</p> <p>NOTE</p>

If You Want to Use the Linked eSpace Desktop to...	Then...
	The eSpace Desktop displays the status of only the first line for the linkage-enabled number of your IP phone in real time.

19 Mobile Connect (for IMS+UC)

After the mobile connect function is enabled, the phone can transfer a call to another phone or a mobile phone, and resume the transferred call if necessary.



NOTE


Before using the mobile connect function, ensure that your account has been assigned the mobile connect service rights on the IP phone and server. For any questions, contact your system administrator.

Setting the Destination Number for Mobile Connect

In the IMS+UC environment, you can set the destination number for mobile connect only using eSpace Portal. For detailed operations, see the *eSpace UC Product Documentation*.

Switching an Ongoing Call to Another IP Phone or a Mobile Phone

Step 1 On the talking screen, tap **Switch**.

Step 2 Enter the number of another IP phone or the number of a mobile phone and tap .



NOTE

If the destination number for mobile connect has been set, tap **Switch**. The IP phone then automatically calls this number.

Step 3 Use the specified IP phone or mobile phone to answer the call.

----End

Taking Back a Call from Another IP Phone or a Mobile Phone

To take back a call, tap  in **Quick Setting** on the home screen of your IP phone.



NOTE

Taking back a call as the calling party is not supported.

20 Extension Mobility

Extension mobility allows you to use your IP phone's extension number and password to log in to any other IP phone of the eSpace 8950 series. Your configurations (such as the call history and contacts) and services to which you have subscribed will be automatically downloaded to the IP phone you newly log in.



NOTE

- If the IP phone you newly log in is a different model from your original one, only the functions that the new login IP phone supports take effect.
- In extension mobility, only the primary account (first account) of the original IP phone can be used to log in to another IP phone.

Step 1 On the phone login screen, enter the account and password.

If the IP phone you want to log in has any registered account, log out of the account first.

Step 2 Tap **Log In**.



NOTE

- If the current login number is a roaming number (which is a number logged in to another phone for extension mobility), the phone automatically logs out of this number and returns to the login screen when a specific period (configured by your system administrator) expires.
- In the IMS+UC network environment, if the phone has registered a number before the roaming number is logged in, the phone is automatically logged in using the registered number after the roaming number is logged out.

----End

21 Contacts




21.1 My Contacts


- [21.1.1 Adding Contacts](#)
- [21.1.2 Searching for Contacts](#)
- [21.1.3 Viewing Contact Details](#)
- [21.1.4 Editing Contacts](#)
- [21.1.5 Deleting Contacts](#)
- [21.1.6 Exporting Contacts](#)
- [21.1.7 Importing Contacts](#)
- [21.1.8 Clearing Contacts](#)

21.1.1 Adding Contacts

You can add contacts on the phone LCD screen or web page.


Table 21-1 Adding contacts

If You Want to...	Then...
Add contacts on the phone LCD screen	<ol style="list-style-type: none">1. Tap .2. On the Contacts tab, tap .3. Enter contact information, such as name and office number. <p>NOTE</p> <ul style="list-style-type: none">• You can tap the contact's number type and modify it.•  on the left of a contact's number indicates that the number is the primary number. If a contact has only one number, this number is the primary number. If a contact has multiple numbers, you can set one of them as the primary number. <ol style="list-style-type: none">4. Optional: You can tap a contact's profile picture icon and set a profile picture for the contact. <p>NOTE</p> <p>By default, the system has ten profile pictures.</p>

If You Want to...	Then...
	5. Tap Done .
Add contacts on the phone web page	<ol style="list-style-type: none"> 1. Choose Preferences > Contacts. 2. On the My Contacts tab, click Add. 3. Enter contact information, such as name and office number. <p>NOTE</p> <p> on the right of a contact's number indicates that the number is the primary number. If a contact has only one number, this number is the primary number. If a contact has multiple numbers, you can set one of them as the primary number.</p> <ol style="list-style-type: none"> 4. Optional: You can click Edit next to a contact's profile picture icon and set a profile picture for the contact. 5. Click Finish.

21.1.2 Searching for Contacts

Step 1 Tap .

Step 2 Tap  and enter keywords of a contact, for example, the name or phone number.

For example, if you want to search for **John**, you can enter **John** or **J** in the search text box.

 **NOTE**


- You can swipe up or down in the contact list to find the desired contact.
- When you are using the search text box, the search results are quickly displayed and the matched texts in the search results become blue.
- If you do not find the desired contact in **Contacts**, tap **Search the corporate directory** to find him or her in the corporate directory.

----End

21.1.3 Viewing Contact Details

You can view contact details on the phone LCD screen or web page.




Table 21-2 Viewing contact details

If You Want to...	Then...
View contact details on the phone LCD screen	<ol style="list-style-type: none"> 1. Tap . 2. Tap the desired contact. <p>Detailed contact information is displayed on the right.</p>
View contact details on the phone web page	<ol style="list-style-type: none"> 1. Choose Preferences > Contacts. 2. On the My Contacts tab, click the desired contact.

21.1.4 Editing Contacts

You can edit contacts on the phone LCD screen or web page.



Table 21-3 Editing contacts

If You Want to...	Then...
Edit contacts on the phone LCD screen	<ol style="list-style-type: none"> 1. Tap . 2. On the Contacts tab, tap the contact you want to edit. 3. Tap  on the upper right corner. <p>NOTE You can tap and hold a contact. On the screen that is displayed, select Edit.</p> <ol style="list-style-type: none"> 4. Edit contact information. 5. Tap Done.
Edit contacts on the phone web page	<ol style="list-style-type: none"> 1. Choose Preferences > Contacts. 2. On the My Contacts tab, click  on the right of the contact you want to edit. 3. Edit contact information and click Finish.

21.1.5 Deleting Contacts

You can delete contacts on the phone LCD screen or web page.



Table 21-4 Deleting contacts

If You Want to...	Then...
Delete contacts on the phone LCD screen	<ol style="list-style-type: none"> 1. Tap . 2. Tap and hold a contact. On the screen that is displayed, select Del. 3. In the dialog box that is displayed, tap Delete. <p>NOTE You can delete a contact on the Edit screen.</p>
Delete contacts on the phone web page	<ol style="list-style-type: none"> 1. Choose Preferences > Contacts. 2. On the My Contacts tab, click  on the right of the contact you want to delete. 3. In the dialog box that is displayed, click OK.

21.1.6 Exporting Contacts

You can export contacts in CSV or vCard format on the phone LCD screen or web page.



Table 21-5 Exporting contacts

If You Want to...	Then...
Export contacts on the phone LCD screen	<ol style="list-style-type: none"> 1. Tap . 2. On the Contacts tab, tap  and select Export Contacts. 3. Tap the contact file to export.
Export contacts on the phone web page	<ol style="list-style-type: none"> 1. Choose Preferences > Contacts. 2. On the My Contacts tab, click Export. 3. Select the contact file format and click Export.

21.1.7 Importing Contacts

You can import contacts in CSV or vCard format on the phone LCD screen or web page.

Table 21-6 Importing contacts

If You Want to...	Then...
Import contacts on the phone LCD screen	<ol style="list-style-type: none"> 1. Connect a USB device or SD card storing the contact file to the IP phone. 2. Tap . 3. On the Contacts tab, tap  and select Import. 4. Tap the contact file to import.
Import contacts on the phone web page	<ol style="list-style-type: none"> 1. Choose Preferences > Contacts. 2. On the My Contacts tab, click Import. 3. Double-click the contact file to import.

NOTE

- Contacts saved in Windows Outlook of the English version can be imported.
- When you import a modified .csv contact file to the phone as a new one, ensure that the contact file information is correct and the encoding format is UTF-8.

For example, you can open the .csv file using Excel, change the cell format to the text format, edit the contact information, and save the file in the CSV (comma delimited) format. After the file is saved, open the file in Notepad and change the file encoding format to UTF-8.

21.1.8 Clearing Contacts

You can clear contacts on the phone web page.



NOTICE

Clearing contacts will delete contact information in all contact groups.

Step 1 On the web page, choose **Preferences > Contacts**.

Step 2 On the **Contacts** tab, click **Clear**.

Step 3 In the dialog box that is displayed, click **OK**.

----End

21.2 Groups

[21.2.1 Adding Groups and Members](#)



[21.2.2 Editing Groups](#)

[21.2.3 Deleting Groups](#)

21.2.1 Adding Groups and Members

You can add groups and members on the phone LCD screen or web page. You can add a maximum of 32 groups. Each group can have a maximum of 400 members.



Table 21-7 Adding groups and members

If You Want to...	Then...
Add groups and members on the phone LCD screen	<ol style="list-style-type: none"> 1. Tap . 2. On the Groups tab, tap . 3. Enter a group name. 4. Optional: Select Ringtone. 5. Select contacts. 6. Tap Done.
Add groups and members on the phone web screen	<ol style="list-style-type: none"> 1. Choose Preferences > Contacts. 2. On the Groups tab, click Add Group. 3. Enter a group name. 4. Select contacts in Select Group Member. 5. Click Finish.

21.2.2 Editing Groups

You can edit groups on the phone LCD screen or web page.



Table 21-8 Editing groups

If You Want to...	Then...
Edit groups on the phone LCD screen	<ol style="list-style-type: none"> 1. Tap . 2. On the Groups tab, tap the group you want to edit. 3. Tap . 4. Edit group information. 5. Tap Done.
Edit groups on the phone web page	<ol style="list-style-type: none"> 1. Choose Preferences > Contacts. 2. On the Groups tab, click the group you want to edit. 3. Click Edit. 4. Edit group information and click Finish.

21.2.3 Deleting Groups

You can delete groups on the phone LCD screen or web page.

Table 21-9 Deleting groups

If You Want to...	Then...
Delete groups on the phone LCD screen	<ol style="list-style-type: none"> 1. Tap . 2. On the Groups tab, tap the group you want to delete. 3. Tap  and select Delete. 4. In the dialog box that is displayed, tap Delete.
Delete groups on the phone web page	<ol style="list-style-type: none"> 1. Choose Preferences > Contacts. 2. On the Groups tab, click the group you want to delete. 3. Click Delete. 4. In the dialog box that is displayed, click Finish.

21.3 Corporate Directory


[21.3.1 Searching for Contacts](#)

[21.3.2 Adding Contacts in the Corporate Directory to My Contacts](#)

21.3.1 Searching for Contacts

 **NOTE**

Before using the corporate directory, ensure that your account has been assigned the corporate directory service rights on the IP phone and server. For any questions, contact your system administrator.

Step 1 Tap .

Step 2 On the **CorpDir** tab, enter keywords of a contact, for example, the name or phone number, in the search text box.

For example, if you want to search for **John**, you can enter **John** or **J** in the search text box.

Step 3 Tap **Search**.




NOTE

- You can swipe up or down in the contact list to find the desired contact.
- In the IMS+UC network environment, you can tap the department list under the corporate directory and find the department for the contact you want to search for. This approach helps you quickly find the desired contact.

----End

21.3.2 Adding Contacts in the Corporate Directory to My Contacts

You can add a contact in the corporate directory to my contacts. This helps you quickly find or edit the contact subsequently.

Step 1 Tap .

Step 2 On the **CorpDir** tab, tap a contact.

Step 3 On the contact details screen, tap **Save as New Contact**.

Step 4 Edit contact information.

Step 5 Tap **Done**.

----End







22 Call History

22.1 Viewing Call Records


eSpace 8950 records all received, missed, and placed calls.

Table 22-1 describes different call record icons.

Table 22-1 Call record icons

Icon	Description
	Indicates a missed audio call record.
	Indicates a received audio call record.
	Indicates a placed audio call record.
	Indicates a missed video call record.
	Indicates a received video call record.
	Indicates a placed video call record.

22.2 Viewing Call Details

Step 1 Tap .

Step 2 On the **All** or **Missed** tab, tap a desired call record.

- The IP phone combines consecutive call records for the same number into one, and only displays the call type of the latest record on the call history screen.
- Received and placed call records are merged together, and missed call records are merged together.
- Audio call records and video call records are separately merged and displayed.

----End

22.3 Deleting Call Records

Step 1 Tap .


Step 2 On the **All** or **Missed** tab, tap the call record you want to delete.

Step 3 Select **Delete**. In the dialog box that is displayed, tap **OK**.

----End

22.4 Clearing Call Records

Step 1 Tap .

Step 2 Tap  and select **Clear**.

Step 3 In the dialog box that is displayed, tap **OK**.

----End

22.5 Adding an Unknown Number to Contacts

If a call is from unknown person, you can add the person to your contacts on the call record details screen.

- Tap **Save as New Contact** to add the person to your local contacts.
- Tap **Add to Existing Contact** to add the person to your existing contacts.

23 Voicemail

The voicemail function allows the calling party to leave voice messages so that you will not miss any calls.

Setting Voicemail



NOTE

- Before using the voicemail function, ensure that your account has been assigned the call-forward-to-voicemail service rights, one-button-to-voicemail service rights, or both. For any questions, contact your system administrator.
- In the IMS+UC network environment, the call-forward-to-voicemail function is not supported.
- In the UC2.X network environment, you can enable the call forward function and set the call forward to voicemail. For details, see [11 Call Forward](#).

In the IMS+UC network environment, you can set whether the voicemail is visual on the phone web page.



NOTE

In the UC2.X network environment, visual voicemail is not supported.

- After you set a visual voicemail, you can perform operations on voice messages, such as fast forward, rewind, pause, and resume.
- After you set a non visual voicemail, you can perform only few operations on voice messages, such as retrieve and delete.


Step 1 On the web page, choose **Call Settings > Voicemail**.

Step 2 Select **Enable** or **Disable** for **Visual Voicemail**.

Step 3 Click **Save**.

----End

Understanding Voice Message Notification Modes


- The red number in the upper right corner of the voicemail icon in the navigation area of the home screen indicates the number of unread voice messages. For example,  indicates that there are three unread voice messages related to all accounts.
- The status bar of the IP phone displays the voicemail icon. The notification screen shows information about unread voice messages.
- The MWI LED of the IP phone blinks every 3 seconds.

Retrieving Voice Messages

- **Non Visual Voicemail**

If your account has not been assigned the visual voicemail service rights, you can perform operations described in the following table.










Table 23-1 Non visual voicemail





If You Want to...	Then...
View voice messages	On the home screen, tap  to access the voicemail screen. You can view the number of unread voice messages and the number of total voice messages for different accounts of your phone.
Retrieve voice messages	Tap a voice message you want to retrieve. You can perform operations as prompted, for example, deleting the voice message or calling the number who left the message.

- **Visual Voicemail**

If your account has been assigned the visual voicemail service rights, you can perform operations described in the following table.

Table 23-2 Visual voicemail

If You Want to...	Then...
View voice messages	<ol style="list-style-type: none"> 1. On the home screen, tap  to access the voicemail screen. 2. Tap the number area in the upper left corner of the screen and select a number to view related voice messages. <ul style="list-style-type: none"> • Unread voice messages are marked in red, and read voice messages are marked in gray. • Tap a voice message to view its details.
Retrieve voice messages	<p>Tap  to the right of a voice message. The voice message is then played, with its details displayed on the right of the screen. When a voice message is being played, you can perform the following operations:</p> <ul style="list-style-type: none"> • Pause/Resume: Tap  to pause; tap  to resume. • Fast forward/Rewind: Tap  to fast forward; tap  to rewind. • Play the previous or next voice message: Tap  to play the next voice message; tap  to play the previous voice message.
Delete voice messages	<p>You can delete a voice message using either of the following methods:</p> <ul style="list-style-type: none"> • Tap and hold a voice message to delete, and select Delete. In the dialog box that is displayed, tap OK. • On the voice message details screen, tap . In the dialog box that is displayed, tap OK.

If You Want to...	Then...
Clear voice messages	<p>NOTICE</p> <p>Clearing voice messages will delete all voice messages of the current account. Exercise caution when performing this operation.</p> <ol style="list-style-type: none">1. Tap  in the upper right corner of the screen, and select Delete All.2. In the dialog box that is displayed, tap OK.
Call back	<p>You can call back using either of the following methods:</p> <ul style="list-style-type: none">• On the voice message playing screen, tap .• Tap and hold a voice message to call back and select Edit Dial.
Forward voice messages	<p>You can forward voice messages using either of the following methods:</p> <ul style="list-style-type: none">• On the voice message playing screen, tap .• Tap and hold a voice message, select Forward, enter or select the forward-to number, and tap .

24 Conferences

24.1 Local Conferences





NOTE

A line must have at least two calls configured to create a local conference.










You can create a local conference using **Join** or **Call Merge**. For detailed operations, see [Table 24-1](#).

Table 24-1 Creating a local conference

If You Want to...	Then...
<p>Create a local conference using Join</p>	<ol style="list-style-type: none"> <li data-bbox="628 1144 1347 1200">1. You (for example, User A) are talking with User B. You tap Conference. <p>NOTE If you have set Conference on hold when adding participants on the phone web page, the current call is placed on hold when you enter the dialing screen. If you have set Conference unhold when adding participants, other participants are not affected when you enter the dialing screen.</p> <ol style="list-style-type: none"> <li data-bbox="628 1375 1166 1413">2. You enter the number of User C and tap . <p>NOTE You can select contacts on the favorites list, contact list, or call history tab, and then tap .</p> <ol style="list-style-type: none"> <li data-bbox="628 1532 1426 1592">3. User C answers the call and you can talk with user C. Then you tap Join to create a local conference.
<p>Create a local conference using Merge Call</p>	<p>The call between you and User B is in ongoing, and the call between you and User C is placed on hold.</p> <p>You tap Merge Call to create a local conference.</p> <p>NOTE If there are multiple calls on the current line, you can tap Merge Call. In the dialog box that is displayed, you can merge calls.</p>

After a local conference is created, the conference initiator can manage the conference. [Table 24-2](#) describes detailed operations.

Table 24-2 Local conference management

If You Want to...	Then...
Add a participant	<ol style="list-style-type: none"> 1. Tap . 2. Enter the number of a user and tap . <p>NOTE You can select contacts on the favorites list, contact list, or call history tab, and then tap .</p> <ol style="list-style-type: none"> 3. Tap Join when the user answers the call. <p>NOTE A local conference supports audio conversation among a maximum of six parties.</p>
Mute a participant	<ol style="list-style-type: none"> 1. Tap the profile picture of a participant. 2. Tap Mute. <p>NOTE To unmute a participant, tap Unmute.</p>
View the details of a participant	<ol style="list-style-type: none"> 1. Tap the profile picture of a participant. 2. Tap Details.
Change the display sequence of a participant	<ol style="list-style-type: none"> 1. Tap a participant in the participant list. 2. Tap Replace and tap the replacing participant.
Mute or unmute yourself	<ul style="list-style-type: none"> • To mute yourself: Press  or tap  while on a call. • To unmute yourself: Press  or tap  while in the mute state.
Delete a participant	<ol style="list-style-type: none"> 1. Tap the profile picture of a participant. 2. Tap Delete. 3. In the dialog box that is displayed, tap OK.
End a conference	<ol style="list-style-type: none"> 1. Tap . 2. In the dialog box that is displayed, tap End. <p>NOTE</p> <ul style="list-style-type: none"> • The conference initiator can tap  to end the conference. • Participants can tap Hang Up to quit the conference.

24.2 Instant Conferences (for IMS+UC)










NOTE

- Ensure that your account is a UC account and has been assigned the instant conference service rights on the server.
- Ensure that on the phone web page, you have enabled the instant conference service rights.
- For any questions, contact your system administrator.

Table 24-3 describes three methods you can use to create an instant conference.

Table 24-3 Creating an instant conference

If You Want to...	Then...
<p>Create an instant conference using </p>	<ol style="list-style-type: none"> 1. Tap . 2. In the conference list screen, tap . 3. Enter the number of a participant and tap . <p>NOTE</p> <ul style="list-style-type: none"> • You can select contacts on the favorites list, contact list, or call history tab, and then tap . • If you want to change the number of a participant, you can tap and hold the participant. On the participant details screen, select the target number and then tap OK. <ol style="list-style-type: none"> 4. Tap Continue to add more participants. 5. Tap Audio Conference or Video Conference. <p>NOTE</p> <ul style="list-style-type: none"> • You can upgrade an audio conference to a video conference, but you cannot change a video conference to an audio conference. • You can create an instant conference during a call. If the create operation fails, your phone automatically changes the instant conference to a local conference.
<p>Create an instant conference using Join</p>	<ol style="list-style-type: none"> 1. You (for example, User A) are talking with User B. You tap Conference. 2. You enter the number of User C and tap . <p>NOTE</p> <p>You can select contacts on the favorites list, contact list, or call history tab, and then tap .</p> <ol style="list-style-type: none"> 3. User C answers the call and you can talk with user C. Then you tap Join to create a local conference.
<p>Create an instant conference using Merge Call</p>	<p>The call between you and User B is in ongoing, and the call between you and User C is placed on hold.</p> <p>You tap Merge Call to create a local conference.</p> <p>NOTE</p> <p>If there are multiple calls on the current line, you can tap Merge Call. In the dialog box that is displayed, you can merge calls.</p>

After you create an instant conference, you can perform operations described in the following table.





NOTE

During a conference, a conference participant can perform only the following operations: viewing participant details, mute himself/herself, and quitting the conference. In a video conference, common participants can enable or disable local video and display video in full screen.

Table 24-4 Instant conference


If You Want to...	Then...
Add a participant	<ol style="list-style-type: none"> On the conference screen, tap to access the dialing screen. Add a participant. Tap OK. <p>NOTE eSpace 8950 supports a maximum of six instant conferences, with each conference supporting a maximum of 20 participants. If more than 20 participants are in the participant list, only the first 20 participants can join the conference.</p>
Change an audio conference to a video conference	<ol style="list-style-type: none"> Tap . Tap Video Conference.
Enable or disable local video	<ol style="list-style-type: none"> Tap . Tap Stop Video or Start Video.
Display video in full screen	<ol style="list-style-type: none"> Tap a participant in the participant list. Tap Full Screen.
Change the display sequence of a participant	<ol style="list-style-type: none"> Tap a participant in the participant list. Tap Replace and tap the replacing participant.
Mute a participant	<ol style="list-style-type: none"> Tap the profile picture of a participant. Tap Mute. <p>NOTE To unmute a participant, tap Unmute.</p>
View the details of a participant	<ol style="list-style-type: none"> Tap the profile picture of a participant. Tap Details.
Mute or unmute yourself	<ul style="list-style-type: none"> To mute yourself: Press or tap while on a call. To unmute yourself: Press or tap while in the mute state.
Delete a participant	<ol style="list-style-type: none"> Tap the profile picture of a participant. Tap Delete. In the dialog box that is displayed, tap OK.
End a conference	<ol style="list-style-type: none"> Tap . In the dialog box that is displayed, tap End. <p>NOTE</p>

If You Want to...	Then...
	<ul style="list-style-type: none"> The conference initiator can tap  to end the conference. Participants can tap  to quit the conference.


24.3 Group Conferences (for IMS+UC)

 **NOTE**

- Ensure that your account is a UC account and has been assigned the instant conference service rights on the server.
- Ensure that on the phone web page, you have enabled the instant conference service rights.
- For any questions, contact your system administrator.

Step 1 Tap .

Step 2 On the **Groups** tab, tap a group.

Step 3 Tap  on the group details screen.

 **NOTE**

If you want to change the number of a participant, you can tap and hold the participant. On the participant details screen, select the target number and then tap **OK**.

Step 4 Optional: Tap **Continue** to add more participants.

Step 5 Tap **Audio Conference** or **Video Conference**.

 **NOTE**

You can upgrade an audio conference to a video conference, but you cannot change a video conference to an audio conference.


----End










After you create a group conference, you can perform operations described in the following table.

 **NOTE**

During a conference, a conference participant can perform only the following operations: viewing participant details, mute himself/herself, and quitting the conference. In a video conference, common participants can enable or disable local video and display video in full screen.


Table 24-5 Group conference

If You Want to...	Then...
Add a participant	<ol style="list-style-type: none"> On the conference screen, tap  to access the dialing screen. Add a participant. Tap OK. <p>NOTE eSpace 8950 supports a maximum of six group conferences, with each conference supporting a maximum of 20 participants. If more than 20 participants are in the participant list, only the first 20 participants can join the</p>

If You Want to...	Then...
	conference.
Change an audio conference to a video conference	<ol style="list-style-type: none"> 1. Tap . 2. Tap Video Conference.
Enable or disable local video	<ol style="list-style-type: none"> 1. Tap . 2. Tap Stop Video or Start Video.
Display video in full screen	<ol style="list-style-type: none"> 1. Tap a participant in the participant list. 2. Tap Full Screen.
Change the display sequence of a participant	<ol style="list-style-type: none"> 1. Tap a participant in the participant list. 2. Tap Replace and tap the replacing participant.
Mute a participant	<ol style="list-style-type: none"> 1. Tap the profile picture of a participant. 2. Tap Mute. <p>NOTE To unmute a participant, tap Unmute.</p>
View the details of a participant	<ol style="list-style-type: none"> 1. Tap the profile picture of a participant. 2. Tap Details.
Mute or unmute yourself	<ul style="list-style-type: none"> • To mute yourself: Press  or tap  while on a call. • To unmute yourself: Press  or tap  while in the mute state.
Delete a participant	<ol style="list-style-type: none"> 1. Tap the profile picture of a participant. 2. Tap Delete. 3. In the dialog box that is displayed, tap OK.
End a conference	<ol style="list-style-type: none"> 1. Tap . 2. In the dialog box that is displayed, tap End. <p>NOTE</p> <ul style="list-style-type: none"> • The conference initiator can tap  to end the conference. • Participants can tap  to quit the conference.

24.4 Conference Notification

If you or the conference initiator has scheduled a conference on eSpace Portal,

- A red number is displayed in the upper right corner of the conference icon, indicating the number of conferences to join. For example,  indicates that there are three conferences to join. This number is related to all accounts.

- The status bar of the IP phone displays the conference icon. The notification screen shows information about conferences.




NOTE

For details about how to schedule a conference using eSpace Portal, see the *eSpace UC Product Documentation*.

24.5 Conference List

You can view conference records on the IP phone.

Tap  to access the conference list screen to view conference records.

- **To view conference details**

Tap a conference record. On the conference details screen, view the conference time, duration, and participants.



NOTE

Alternatively, you can tap and hold a conference record and select **Details**.

- **To hold a conference again**

Tap **Start Again** on the right of a conference record.




NOTE

Alternatively, you can tap **Start Again** on the conference details screen.

- **To delete a conference record**

Tap and hold a conference record to delete, and select **Delete**. In the dialog box that is displayed, tap **OK**.

- **To clear conference records**

Tap  and select **Clear**. In the dialog box that is displayed, tap **OK**.

- **To join a conference**

If you or the conference initiator has scheduled a conference on eSpace Portal, you can tap **Join** on the right of a conference record to join the conference.



NOTE

- Alternatively, you can tap **Join** on the conference details screen.
- For details about how to schedule a conference using eSpace Portal, see the *eSpace UC Product Documentation*.

25 Applications

25.1 Call Widgets

[25.1.1 Call Forward](#)

[25.1.2 Speed Dial](#)

[25.1.3 Quick Setting](#)

25.1.1 Call Forward


The call forward widget allows you to quickly configure the call forward function, for example, enabling or disabling a specific call forward mode, accessing the call forward settings screen, and setting information related to call forward.

You can drag the call forward widget to the home screen for more convenient operations.

Step 1 Tap .

Step 2 On the **CALL WIDGET** tab, tap and hold the **Call Forward** widget, and drag it to the home screen.

- **To access the call forward settings screen**

Tap  in the upper right corner of the **Call Forward** widget.

- **To enable or disable a call forward mode**

Select or deselect a specific call forward mode.

----End

25.1.2 Speed Dial

You can add desired contacts to the speed dial widget so that you can call these contacts by simply tapping the contact icons. eSpace 8950 supports a maximum of 45 speed dial contacts.


You can drag the speed dial widget to the home screen if necessary.

Step 1 Tap .

Step 2 On the **CALL WIDGET** tab, tap and hold the **Speed Dial** widget, and drag it to the home screen.

----End


Adding a Contact for Speed Dial on the Phone LCD Screen

Step 1 Tap  in the **Speed Dial** widget to access the screen for adding a speed dial contact.

Step 2 Enter related information.

- **Phone Number:** indicates the phone number for speed dial.
- **Label:** indicates the displayed name of the contact for speed dial.
- **BLF:** monitors the status (namely, online, busy, or offline) of the phone number in real time. In the IMS+UC network environment, the away status is additionally supported. The status monitoring function is available only after relevant service rights are assigned. For any questions, contact your system administrator.
- **Account:** indicates the line used for speed dial.

NOTE

- On the left-hand **Contact** or **History** tab, you can tap  next to a contact and add this contact to speed dial.
- You can also tap and hold a contact on the contacts screen, and tap **Add to Speed Dial**.

Step 3 Tap **Done**.

----End


Adding a Contact for Speed Dial on the Phone Web Page

If you want to add contacts for speed dial on the phone web page, create a speed dial widget and add a contact for speed dial on the phone LCD screen first.

Step 1 On the phone web page, choose **Preferences** > **Speed Dial**.

Step 2 Click . In the **Add Speed Dial** dialog box, enter related information.

NOTE

You can also click , select a contact for speed dial, and click **Add**.

Step 3 Click **Save**.

----End


25.1.3 Quick Setting






The **Quick Setting** widget allows you to quickly enable or disable functions such as call forward, DND, privacy, self-video (local video preview), and mobile connect.

You can drag the **Quick Setting** widget to the home screen for easy access.

Step 1 Tap .

Step 2 On the **CALL WIDGET** tab, tap and hold the **Quick Setting** widget, and drag it to the home screen.

- Tap  to access the call forward settings screen.

- Tap  to enable DND; tap  to disable DND.
- Tap  to access the privacy settings screen.
- Tap  to show self-video; tap any button to stop showing self-video.
- Tap  to access the mobile connect settings screen.

----End

25.2 Applications

- 25.2.1 [Email](#)
- 25.2.2 [Calculator](#)
- 25.2.3 [Browser](#)
- 25.2.4 [Calendar](#)
- 25.2.5 [Clock](#)
- 25.2.6 [Search](#)
- 25.2.7 [Gallery](#)
- 25.2.8 [Download](#)

25.2.1 Email

You can use this application to send and receive emails.

Tap . On the **APPLICATION** tab, tap **Email**.

Adding Email Accounts

When adding an email account, you may be required to set relevant parameters. For any questions, contact your email service provider.

Step 1 On the email settings screen, enter an email address and a password, and tap **Next**.


Step 2 Select an email server.

Step 3 Follow the on-screen instructions to complete the configuration.

After an account is added, the **Inbox** screen is displayed by default.

----End

If you want to add more email accounts, you can perform the following steps:

Step 1 On the email screen, tap  and select **Settings**.

Step 2 Tap **Add account**.

Step 3 Follow the on-screen instructions to complete the configuration.

----End


Switching Email Accounts

Step 1 Tap the email address bar to open the email account list.

Step 2 Tap the email account you want to use.

----End

Sending Emails

Step 1 Tap .

Step 2 Set the recipient email address, enter the subject, and compose the message.



NOTE

If you want to change the email account, tap the email address bar and tap the email account you want to use.

----End


Checking Emails

Step 1 Switch to the desired email account.


Step 2 On the **Inbox** screen, tap the email you want to check.

----End

Deleting Email Accounts

Step 1 On the email screen, tap  and select **Settings**.

Step 2 Tap **Account setup**.

Step 3 Tap .

Step 4 Select the email account you want to delete.

Step 5 Tap **Delete**.

Step 6 In the dialog box that is displayed, tap **OK**.




NOTE

After an email account is deleted, all emails and contacts under this email account and other data related to this email account are deleted accordingly.

----End

Modifying Email Account Settings

Step 1 On the email screen, tap  and select **Settings**.

Step 2 Tap **General settings**.

Step 3 Set related information about an email account.

----End

25.2.2 Calculator

You can use this application to calculate.

Tap . On the **APPLICATION** tab, tap **Calculator**.

25.2.3 Browser

You can use this application to search for information and browse web pages.

Tap . On the **APPLICATION** tab, tap **Browser**.

Browsing a Web Page

Step 1 Enter a URL in the address box of the browser.



NOTE

eSpace 8950 automatically retrieves and lists similar websites.

Step 2 Tap the website you want to visit.


----**End**

Managing Bookmarks

You can bookmark web pages you frequently visit.

To add a bookmark

Step 1 On the browser screen, open the web page you want to bookmark.

Step 2 Tap .

Step 3 Enter a bookmark name and tap **OK**.

----**End**

To open a bookmark

Step 1 On the browser screen, tap .

Step 2 Tap the bookmark you want to open.

----**End**

To edit a bookmark

Step 1 On the browser screen, tap .

Step 2 Tap and hold the bookmark you want to edit.


Step 3 In the menu that is displayed, tap **Edit bookmark**.

Step 4 Edit the bookmark.

Step 5 Tap **OK**.

----End


To delete a bookmark

- Step 1** On the browser screen, tap .
- Step 2** Tap and hold the bookmark you want to delete.
- Step 3** In the menu that is displayed, tap **Delete bookmark**.
- Step 4** In the dialog box that is displayed, tap **OK**.

----End

Setting a Home Page

You can set the web page you visit most frequently as the home page. Then, each time you open the browser, this web page is automatically opened.

- Step 1** On the browser screen, tap .
- Step 2** Choose **Settings > General > Set homepage**.
- Step 3** In the menu that is displayed, tap the web page you want to set as the home page.




NOTE

You can also tap and hold a web page in **BOOKMARKS** and select **Set as homepage**.

----End


Clearing the Browsing History

You can periodically clear your browsing history to protect your privacy and prevent information disclosure.

- Step 1** On the browser screen, tap .
- Step 2** Choose **Settings > Privacy & security > Clear history**.
- Step 3** In the dialog box that is displayed, tap **OK**.

----End

Modifying Browser Settings

- Step 1** On the browser screen, tap .
- Step 2** Tap **Settings**.
- Step 3** Customize the browser style you prefer.

----End

25.2.4 Calendar

You can use this application as a reminder or to manage and arrange your events.

Tap . On the **APPLICATION** tab, tap **Calendar**.

Adding Calendar Accounts

You must add at least one calendar account and display a calendar before adding events.


Step 1 Tap .

Step 2 In the **No calendars** dialog box, tap **Add account**.

Step 3 Enter related information following the on-screen instructions.

----End

Adding Events

Step 1 Tap .



NOTE

In the **Day** or **Week** view, double-tap the desired time.

Step 2 On the screen for adding events, enter the event details, including the event name, place, and time.


----End

Checking Events

On the calendar screen, you can check the information about an event you have added.

Tap the icon in the upper right corner of the calendar screen to switch between the year, month, week, day, and agenda views. In the agenda view, all the events you have added are displayed.

Configuring Calendar Settings

Step 1 Tap  and select **Settings**.

Step 2 In **General settings**, set the calendar view, reminder mode, and notification mode.

----End

25.2.5 Clock

You can use this application to set an alarm, check the time of any place in the world, calculate the lasting time of an event, set a timer, and configure it as the on-screen clock.

Tap . On the **APPLICATION** tab, tap **Clock**. The **Clock** tab is displayed by default on eSpace 8950.

[25.2.5.1 Alarm](#)


[25.2.5.2 Clock](#)

[25.2.5.3 Timer](#)

25.2.5.4 Stopwatch

25.2.5.1 Alarm

Setting an Alarm

Step 1 On the **Clock** tab, tap  in the lower left corner.

Step 2 Tap  in the upper right corner of the screen.

Step 3 Enter the alarm time and tap **OK**.



NOTE

If you have set the system time of eSpace 8950 as 12-hour time, you need to select **AM** or **PM** when setting the alarm time.

The alarm you have set is displayed on the **Alarms** screen.

- **To enable or disable an alarm**
Tap the enable/disable switch on the right side of an alarm.
- **To edit the alarm time**
Tap the alarm time you want to edit, and enter the time you want.
- **To add a label for an alarm**
Tap the arrow under the enable/disable switch, tap **Label**, and enter the label name you prefer.
- **To set repeated alarm time**
Tap the arrow under the enable/disable switch, select **REPEAT**, and set the alarm time.
- **To change the alarm sound**
Tap the sound name and select the sound you prefer.

----End

Setting the Alarm Sound Parameters


Step 1 On the **Alarms** or **Clock** screen, tap  and select **Settings**.

Step 2 In the **ALARMS** area, tap and set the alarm parameters you want to modify.



- **Silence after**
Select the duration of the alarm sound.
- **Snooze length**
Select the alarm snooze duration.
- **Alarm volume**
Adjust the alarm volume.
- **Volume buttons**
Select the operation that you want the volume buttons to execute: snooze, stop, or no operation.

----End


Deleting an Alarm

- Step 1** Tap and hold an alarm until it turns blue.
- Step 2** Tap  in the upper right corner of the screen.
- Step 3** In the dialog box that is displayed, tap **OK**.
- End


25.2.5.2 Clock

- Tap . Then you can check the current date and time.
- Tap . Then you can add the clocks of any other cities around the globe.


Configuring the Clock Display Mode

- Step 1** On the **Alarms** or **Clock** screen, tap  and select **Settings**.
- Step 2** In the **CLOCK** area, tap and set the clock options you want to change.
- **Style**
Select an analog or digital clock.
 - **Automatic home clock**
Select this option if you want to get informed of your home time in real time, even when you are travelling.
 - **Home time zone**
Set your home time zone.
- End

25.2.5.3 Timer

- Step 1** Tap .
- Step 2** Enter the time you want and tap **START**.
- When the timer is going, you can add an additional minute, pause the timer, or delete the current timer.
- The timer beeps when the time is up. It keeps beeping until you tap to stop.
- End

25.2.5.4 Stopwatch

- Step 1** Tap .
- Step 2** Tap **START**.
- To pause the stopwatch, tap **STOP**. You can also add laps while the stopwatch is running by touching the icon to the left of the stopwatch.

----End


25.2.6 Search

You can use this application to search the Internet or eSpace 8950 for the information you want to know.

Step 1 Tap . On the **APPLICATION** tab, tap **Search**.


Step 2 Enter keywords.

 **NOTE**

You can also tap  on the home screen for a search.

----End

Setting the Search Scope

Step 1 Tap  in the upper right corner of the search screen.

Step 2 Select **Search settings**.

Step 3 In **Searchable items**, select the items you want to search.

----End

25.2.7 Gallery

You can use this application to view photos and videos.

Tap . On the **APPLICATION** tab, tap **Gallery**.

Viewing Photos and Videos

Gallery saves photos and videos in different folders.

Step 1 Tap the photo or video folder you want to view.

Step 2 Tap the photo or video you want to view.


 **NOTE**

When viewing a photo, you can pinch or stretch to zoom out or zoom in.

----End

Playing Slides

Step 1 Tap the folder you want to view.

Step 2 Tap  in the upper right corner of the screen and select **Slideshow** to start a slide show of the photos in the folder.

 **NOTE**


You can tap the screen to stop the slide show.





----End

Editing Photos

You can easily edit photos, including cropping a photo, adding a photo frame, and performing light compensation.

Step 1 Tap a photo you want to edit.

Step 2 Tap  and select **Edit**.

- Tap  to add filters.
- Tap  to rotate or crop the photo.
- Tap  to perform light compensation and add or remove background for the photo.
- Tap  to add a photo frame.

----End

Rotating a Photo


Step 1 Tap a photo you want to rotate.

Step 2 Tap  and select **Rotate left** or **Rotate right**.

----End

Cropping a Photo

Step 1 Tap a photo you want to crop.

Step 2 Tap  and select **Crop**.


- Tap inside the grid and move the grid.
- Tap the grid frame and resize the grid.

Step 3 Tap **Apply Crop**.

----End

Deleting Photos and Videos

Step 1 Tap the photo or video you want to delete.

Step 2 Tap  and select **Delete**.


Step 3 In the dialog box that is displayed, tap **OK**.

----End

Sharing Photos and Videos

You can share your photos and videos using email or Bluetooth.

Step 1 Tap the photo or video you want to share.


Step 2 Tap .

Step 3 Select a sharing means and share your photo or video following the on-screen instructions.

----End

Setting a Photo as the Wallpaper

Step 1 Tap the photo you want to set as the wallpaper.

Step 2 Tap  and select **Set picture as**.

Step 3 Drag the grid to resize the wallpaper.

Step 4 Tap **OK**.


----End

25.2.8 Download

You can use this application to check the downloaded files.

Tap . On the **APPLICATION** tab, tap **Downloads**. By default, the downloaded files are listed by date on eSpace 8950.

In the download list, you can perform the following operations:

- Tap a file to open it.
- Tap **Sort by date** to sort the files by date.
- Tap **Sort by size** to sort the files by size.
- Tap to select a file, and tap  to delete the file.

25.3 Widgets

Widgets are small applications that you can place on the home screen. Widgets provide at-a-glance information and some functions from full applications.

Step 1 Tap .

Step 2 On the **WIDGET** tab, tap and hold a widget, and drag it to the home screen.

Step 3 Tap and hold the widget, and drag it to the place you prefer on the home screen. Drag the frame to resize the widget.

Step 4 Tap any area on the home screen to save the position of the widget.

----End

26 Settings

26.1 Wireless and Network Settings

[26.1.1 Ethernet](#)

[26.1.2 Wi-Fi](#)

[26.1.3 Bluetooth](#)

26.1.1 Ethernet

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**.

Step 2 In the **WIRELESS & NETWORKS** area, tap **Ethernet**.

On the Ethernet settings screen, you can set the IP phone's IP address and enable the proxy function to facilitate access to websites. For detailed operations, consult your system administrator.

----End

26.1.2 Wi-Fi

Turning Wi-Fi on and Connecting to a Wi-Fi Network

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**.

Step 2 In the **WIRELESS & NETWORKS** area, tap the Wi-Fi switch to turn Wi-Fi on.

The IP phone automatically scans and lists all available, in-range Wi-Fi networks.


Step 3 Select a Wi-Fi network and tap **Connect**.

To connect to an encrypted Wi-Fi network, you must enter the correct password.

----End


Manually Adding a Wi-Fi Network

Step 1 In the **WIRELESS & NETWORKS** area, tap the Wi-Fi switch to turn Wi-Fi on.

- Step 2** In the Wi-Fi network list, tap .
- Step 3** Complete the required settings in the **Network SSID** and **Security** areas, and set relevant parameters (for example, the password) following the on-screen instructions.
- Step 4** Tap **Save**.
- End


Connecting to a Wi-Fi Network Using WPS PIN

You can use WLAN Protected Setup (WPS) to simplify connection to a Wi-Fi network. Simply enter a PIN, and a secure Wi-Fi connection is then automatically set up. You do not need to perform complex configurations on the management software for the Wi-Fi hotspot (for example, a wireless router).


- Step 1** In the **WIRELESS & NETWORKS** area, tap the Wi-Fi switch to turn Wi-Fi on.
- Step 2** In the Wi-Fi network list, tap .
- Step 3** Tap **WPS Pin Entry**.
- The IP phone automatically generates a PIN.
- Step 4** Enter the PIN on the Wi-Fi hotspot.
- End

Using the Wi-Fi Direct Function

Wi-Fi Direct enables any two devices to easily connect with each other to conveniently transmit and share data.

- Step 1** In the **WIRELESS & NETWORKS** area, tap the Wi-Fi switch to turn Wi-Fi on.
- Step 2** In the Wi-Fi network list, tap .
- Step 3** Tap **Wi-Fi Direct**.
- The IP phone automatically scans for and lists all connectable devices.
- Step 4** Tap a device to connect.
- End

Configuring Advanced Wi-Fi Settings

- Step 1** In the Wi-Fi network list, tap .
- Step 2** Tap **ADVANCED**.
- Step 3** Set parameters based on the site requirements.
- End

26.1.3 Bluetooth

Nearby Bluetooth devices can easily exchange data or media files by setting up direct wireless connections.



NOTE

- Take appropriate security measures while sharing or receiving data through Bluetooth. Ensure that devices are trusted ones. If there are barriers between two Bluetooth devices, the Bluetooth-supported distance may be shortened.
- Bluetooth devices of different models may not be fully compatible. If two Bluetooth devices cannot set up a wireless connection, try other Bluetooth devices.

Turning Bluetooth On

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**.

Step 2 In the **WIRELESS & NETWORKS** area, tap the Bluetooth switch to turn Bluetooth on.

After Bluetooth is enabled, your IP phone name will be displayed on the **Bluetooth** screen. You can tap your IP phone name to set whether your IP phone is visible to other Bluetooth-enabled devices.


----End

Searching for and Pairing Bluetooth Devices

Step 1 In the **WIRELESS & NETWORKS** area, tap **Bluetooth**.

The IP phone automatically scans for and lists nearby Bluetooth devices.

Step 2 In the device list, tap the device you want to pair with your IP phone.

If you want to rename a Bluetooth device or unpair your IP phone with a Bluetooth device, tap  to the right of the device name and then tap **Rename** or **Unpair**.

----End

Sending and Receiving Data

Using Bluetooth devices, you can easily share files, such as photos and music files, to your coworkers and friends, without consuming any Internet resources.

The following example describes how to share a photo in **Gallery**:

Step 1 Select a photo in **Gallery**.

Step 2 Tap the **Bluetooth** icon in the upper right corner of the screen.

Step 3 Tap a Bluetooth device in the device list and send the photo to this device.

Step 4 Have the device accept the Bluetooth connection and receive the photo.

Files transmitted through Bluetooth are saved in the **Bluetooth** folder.

To see details of these files, tap  and select **Show received files** on the Bluetooth settings screen.

----End

26.2 Device Settings

- 26.2.1 Sound
- 26.2.2 Display
- 26.2.3 Camera
- 26.2.4 Storage
- 26.2.5 Applications

26.2.1 Sound

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**.

Step 2 In the **DEVICE** area, tap **Sound**.

The sound settings screen is then displayed. On this screen, you can set the following parameters:

- **Volumes:** Adjust the volumes of music, videos, ringtones, notifications, and alarms.



NOTE

You can also adjust the volumes using the volume button on the home screen, during a call, or while playing music or a video.

- **RINGTONE:** Select a built-in system ringtone or a piece of music stored locally on your IP phone for incoming calls.

eSpace 8950 allows you to download ringtones from third-party applications and to import ringtones from a USB device or an SD card or on the web page.

- **SYSTEM:** Select a built-in system notification tone; determine whether to play tones when locking or unlocking the screen, using the keypad, or making an on-screen selection.

eSpace 8950 allows you to set keypad touch tones on the web page.

----End

Setting Phone Sounds on the Web Page


To import a ringtone

Step 1 On the web page, choose **Preferences > Ringtone**.

Step 2 Click **Import** and select a ringtone you want to import.



NOTE

- Ringtones in common formats can be easily imported to eSpace 8950.
- The icon  is displayed for a newly imported ringtone, indicating that the imported ringtone can be deleted. The built-in system ringtones have no such an icon, because they cannot be deleted.

----End

To enable or disable the keypad touch tone

Step 1 On the web page, choose **Preferences > KeyTone**.

Step 2 Choose **Enable** or **Disable**.

Step 3 Click **Save**.

----End

26.2.2 Display

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**.

Step 2 In the **DEVICE** area, tap **Display**.

The display settings screen is then displayed. On this screen, you can set the following parameters:

- **Brightness**: Adjust the screen brightness.
- **Auto Brightness**: Set the amount of time for your IP phone to be idle before the phone automatically adjusts its brightness.
- **Wallpaper**: Select a built-in system wallpaper or a wallpaper locally stored on your IP phone.
eSpace 8950 allows you to download wallpapers from third-party applications and to import wallpapers from a USB device or an SD card or on the web page.
- **Sleep**: Set the amount of time for your IP phone to be idle before your IP phone screen automatically goes to sleep (goes dark). This function helps reduce energy consumption.
- **Daydream**: Enable or disable the screen saver.
- **Font size**: Set the font size.
- **Wireless display**: Query all available, in-range wireless devices.
- **Advanced display**: Set the width and height of images when your IP phone is connected to other display devices through the HDMI interface.

----End

Setting Phone Display on the Web Page

To set your IP phone to automatically adjust the brightness

Step 1 On the web page, choose **System > Power Saving**.

Step 2 In **Auto Brightness**, set the amount of time for your IP phone to be idle before your IP phone automatically adjusts the brightness.

Step 3 Click **Save**.

----End

To set phone sleep mode

Step 1 On the web page, choose **System > Power Saving**.

Step 2 In **Sleep After**, set the amount of time for your IP phone to be idle before your IP phone automatically goes to sleep.

Step 3 Click **Save**.

----End

To import a wallpaper

Step 1 On the web page, choose **Preferences > Wallpaper**.

Step 2 Click **Import** and select a wallpaper you want to import.



NOTE

On the web page, you can import .png, .bmp, and .jpg wallpapers to your IP phone, but you cannot set phone wallpapers.

----End

26.2.3 Camera

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**.

Step 2 In the **DEVICE** area, tap **Camera**.

The camera settings screen is then displayed. On this screen, you can set the following parameters:

- **Parameter Settings:** Adjust the video image brightness, contrast, and digital zoom of the camera.
- **View Status:** Check the camera information, including its software, Uboot, and hardware version information.
- **Camera Factory Reset:** Restore the camera to its factory defaults.

----End

26.2.4 Storage

You can view the IP phone's internal storage space as well as SD card and USB device storage information.

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**.

Step 2 In the **DEVICE** area, tap **Storage**.



NOTE

The operating system and built-in applications occupy some storage space. Therefore, the actual available space will be smaller than the nominal space. Updates on the operating system and software version may cause changes to the available space.

----End

26.2.5 Applications

You can view and manage applications on your IP phone.

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**.

Step 2 In the **DEVICE** area, tap **Apps**.

On the applications screen, you can view applications you have downloaded, applications in the SD card, applications that are running, and all applications on your IP phone.

----End

26.3 Personal Settings

- 26.3.1 Account
- 26.3.2 Call Service
- 26.3.3 Security
- 26.3.4 Language and Input
- 26.3.5 Backup and Reset

26.3.1 Account

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**..

Step 2 In the **PERSONAL** area, tap **Account**.

The account settings screen is then displayed. On this screen, you can set the following parameters:

- **Status Settings** (only for IMS+UC): Set your IP phone to the idle, busy, or DND state.
- **Line Button Label**: Modify the displayed name of a line button.
- **Log Out**: Log out of the IP phone.



NOTE

The logout function must be enabled by the administrator. For any questions, contact your system administrator.

----End

26.3.2 Call Service

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**..

Step 2 In the **PERSONAL** area, tap **Call Settings**.

The call settings screen is then displayed. On this screen, you can set the following parameters:

- **Call Forward**: Set a call forward mode, for example, Call Forward All (CFA), Call Forward Busy (CFB), Call Forward No Answer (CFNA), or Call Forward Offline (CFO). For detailed operations, see [11 Call Forward](#).
- **Call Waiting**: Set whether to enable call waiting. For detailed operations, see [8 Call Waiting](#).
- **Audio Source**: Set the IP phone's default audio input and output mode to speaker or headset. For detailed operations, see [7 Audio Source](#).
- **Switch** (for IMS+UC): Set the destination number for the mobile connect function. For detailed operations, see [19 Mobile Connect \(for IMS+UC\)](#).
- **Video Control**: Set whether to automatically select video call placing and answering when placing and answering a call. For detailed operations, see [5 Video Control](#).
- **Bluetooth**: Set whether to automatically enable the call forward function when the Bluetooth headset is being used. For detailed operations, see [12 Bluetooth Context-Awareness](#).

- **Intercom:** Set whether to automatically mute or answer intercom calls. For detailed operations, see [15 Intercom](#).
- **DND Settings** (for UC2.X): Set the DND mode to server DND or local DND. For detailed operations, see [13 DND](#).

----End

26.3.3 Security

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**..

Step 2 In the **PERSONAL** area, tap **Security**.

The security settings screen is then displayed. On this screen, you can set the following parameters:

- **Screen lock:** Set the screen lock mode to **None** (slide), **Pattern**, **PIN**, or **Password**.
- **Make pattern visible:** Set the phone to display the pattern when you are drawing the pattern to unlock the screen.
- **Automatically lock:** Set the amount of time before the screen automatically locks.
- **Power button instantly locks:** Set the phone to lock the screen immediately you press the power button.
- **Encrypt phone:** Set whether to enter a PIN or password each time the IP phone is powered on.
- **Owner info:** Set the phone to display the owner information or any custom information on the locked screen.
- **Make passwords visible:** Set whether to show passwords as you enter them on the phone.
- **Device administrators:** Check the device manager installed on the IP phone. You can enable or disable it.
- **Unknown sources:** Set whether to allow installation of any applications.
- **Verify apps:** Set whether to verify applications are secure before installing them.
- **Trusted credentials:** Use certificates and credentials to secure the usage of applications.
- **Install from SD card:** Install encrypted certificates stored on the SD card.
- **Clear credentials:** Delete all credentials from the IP phone and reset the password.

----End

26.3.4 Language and Input

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**..

Step 2 In the **PERSONAL** area, tap **Language & input**.

The language and input settings screen is then displayed. On this screen, you can set the following parameters:

- **Language:** Select a language for your IP phone.
- **Spell checker:** Select to enable spelling correction for your contact information.
- **Personal dictionary:** Add words and shortcut keys to your personal dictionary.

- **Default:** Set a default input method for your IP phone.
- **Android keyboard (AOSP):** Select and set specific Android keyboard (AOSP) options.
- **Huawei IME:** Select and set specific Huawei input method options.
- **Text-to-speech output:** Set the text-to-speech speed and default language.
- **Pointer speed:** Set the pointer speed of the mouse or trackpad.

----End

26.3.5 Backup and Reset

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**..

Step 2 In the **PERSONAL** area, tap **Backup & reset**.

On the backup and reset settings screen, you can back up the data on your IP phone and restore your IP phone to its factory defaults.


Tap **Factory data reset > Reset phone > Erase everything**.



NOTE

- If you have set a screen lock password, you need to enter the password after tapping **Reset phone**.
- Resetting the phone will remove all personal information and downloaded applications from your IP phone.



- If you tap and hold  for 15s or longer, the IP phone will reset to factory defaults.

----End

26.4 System Settings

[26.4.1 Date and Time](#)

[26.4.2 Accessibility](#)

[26.4.3 Developer Options](#)

[26.4.4 About Phone](#)

26.4.1 Date and Time

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**..

Step 2 In the **SYSTEM** area, tap **Date & time**.

The date and time settings screen is then displayed. On this screen, you can set the following parameters:

- **Automatic date & time:** Set your IP phone to automatically time-synchronize with the network. When setting **Automatic date & time**, you need to specify the IP address of the time synchronization server.
- **Set date:** Set the date for your IP phone.
- **Set time:** Set the time for your IP phone.
- **Select time zone:** Set the time zone for your IP phone.

- **Use 24-hour format:** Set the 24-hour format as the time format for your IP phone.
- **Choose date format:** Set the date format for your IP phone.
- **Time Synchronization Server:** Set the IP address of the time synchronization server. You can set the time synchronization server only after your administrator password has been verified. For any questions, contact your system administrator.

----End

Setting the Date and Time on the Web Page

Step 1 On the web page, choose **System > Date & Time**.

Step 2 Select either **Automatic** or **Manual** from **Time Update Mode**.



NOTE

When **Manual** is selected, you can only set the time zone. In this case, you can set the specific date and time on the phone LCD screen.

Step 3 Set the desired time zone in **Time Zone**.

Step 4 Click **Save**.

----End

26.4.2 Accessibility

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**.

Step 2 In the **SYSTEM** area, tap **Accessibility**.

The accessibility settings screen is then displayed. On this screen, you can set the following parameters:

- **Magnification gestures:** Set whether to enable the magnification gestures function. After this function is enabled, you can easily magnify what's on the screen by simply tapping the screen three times.
- **Large text:** Set a larger text size for your IP phone.
- **Accessibility shortcut:** Set whether to enable accessibility shortcut mode.
- **Touch & hold delay:** Set the touch and hold delay to short, medium, or long time.
- **Enhance web accessibility:** Set whether to allow applications to install scripts from Google.

----End

26.4.3 Developer Options

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**.

Step 2 In the **SYSTEM** area, tap **Developer options**.

On the developer options screen, you can set the desktop backup password, enable the screen to stay awake, and configure read-write protection for the SD card. It is not recommended for you to set developer options. If needed, contact your system administrator.

----End

26.4.4 About Phone

Step 1 Tap . On the **APPLICATION** tab, tap **Settings**..

Step 2 In the **SYSTEM** area, tap **About Phone**.

The **About Phone** screen lets you access important phone information, including the peripheral status, network status, and version information.

----End

Viewing Status

On the **About Phone** screen, tap **Status**. Then you can view information about the peripheral status, network status, and MAC address.

- **PERIPHERAL**: View the usage status of the SD Card, Bluetooth, USB camera and USB storage device.
- **NETWORK STATUS**: View the phone's IP address, gateway address, and subnet mask information.
- **MAC**: View the phone's Wi-Fi MAC Address, Ethernet MAC Address, and Bluetooth MAC Address.
- **802.1X**: View the information of 802.1x authentication.

Viewing Phone Version Information

On the **About Phone** screen, you can view your phone's model, Android version, and software version information.

Viewing Phone Status on the Web Page

On the phone web page, choose **View Status**.

- **Network**: View the phone's IP address, gateway address, and subnet mask information.
- **Peripheral Status**: View the usage status of the USB camera and USB storage device.
- **About Phone**: View the phone's software version, BOOT version, and hardware version information.

26.5 Advanced Settings

Tap . On the **APPLICATION** tab, tap **Settings**..

You can perform some advanced settings, including configuring network security, account, and server address parameters.

NOTE

Authentication of the administrator password is required to perform advanced settings. If you want to access the **ADVANCED** screen to perform advanced settings, contact your system administrator.

27 Safety Precautions

Carefully read and observe these safety precautions.

Basic Requirements

- Keep the product dry and prevent damage during storage, transportation, and operation.
- Do not attempt to dismantle the product. In case of any fault, contact an authorized maintenance center for assistance or repair.
- No organization or individual is permitted to make any change to the structure or safety and performance design of the product without prior written consent.
- While using the product, observe all applicable laws, directives and regulations, and respect the legal rights of others.

Environment Requirements

- Keep the product in a well-ventilated place. Do not expose the product to direct sunlight.
- Keep the product clean and free of dust and stains.
- Do not place the product near a water source or in a damp area.
- Place the product on a stable surface.
- Do not place any object on the top of the product. Reserve sufficient space around the product for heat dissipation.
- Do not place the product on or near flammable materials such as foam.
- Keep the product away from heat source or flames, such as radiators or candles.
- Keep the product away from any household appliances that generate strong magnetic or electromagnetic fields, such as microwave ovens, refrigerators, or mobile phones.

Usage Requirements

- Do not allow children to play with the product or accessories. Swallowing the accessories may be fatal.
- Use only accessories (such as the power adapter and the battery) provided or authorized by the manufacturer.
- Ensure that the product does not get wet. If water gets into the product, disconnect the power supply immediately and unplug all the cables connected to the product, such as the power cable and telephone cable, and then contact an authorized maintenance center.

- When installing the product, comply with IEC60950-1 Limited Power Source (LPS) and local electric security standards, and use SELV-compliant power supplies (SELV stands for safety extra low voltage).
- Before connecting or disconnecting any cable, shut down the product and disconnect the power supply.
- While connecting or disconnecting any cable, ensure that your hands are dry.
- Do not step on, pull, or bend any cable excessively; doing so may damage the cable, leading to product malfunction.
- Do not use old or damaged cables.
- Keep the power plug clean and dry, to prevent electric shock or dangerous situations.
- During lightning, disconnect the product from the power supply, and unplug all the cables connected to the product, such as the power cable and telephone cable, to avoid lightning strikes.
- If the product is unused for a long time, disconnect the power supply and pull the power plug.
- If smoke, unusual sounds, or smells are emitted from the product, stop using the product immediately, disconnect the power supply, and unplug the power supply and other cables. Contact an authorized maintenance center for advice and repair.
- Make sure that no objects (such as metal shavings) enter the product through the speaker.

Cleaning Requirements

- Before cleaning the product, stop using it, disconnect the power supply, and unplug all the cables connected to the product, such as the power cable and telephone cable.
- Do not clean the product exterior with any cleaning agents or cleanser spray. Use a piece of soft cloth to clean the product shell.

LCD Usage Requirements

- Do not expose the LCD to direct sunlight.
- Do not press, scratch, or damage the LCD; do not place heavy objects on top of it.
- Do not stare at the display screen for an extended period. This may harm your eyes or cause blurred vision.

LCD Cleaning Requirements

- According to the instructions given in the attached manual, use a piece of soft cloth to remove dust from the surface of the LCD.
- Do not clean the screen with volatile solvent, such as alcohol, benzene, or a dilution agent. Do not expose the screen to rubber or plastic material for an extended period. This will deteriorate the surface gloss of the LCD.

Environment Protection

Do not dispose of the product and its accessories in a garbage can. Dispose of the product according to local regulations for disposing of packing materials, exhausted batteries, and abandoned products. Support local recycling efforts.