



## USB Phone 8501(Model: IP8501)

for Microsoft® Office Communicator 2007



## LG-Nortel USB Phone 8501 User Guide

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**⚠ This symbol identifies safety and health messages in this guide and LG-Nortel USB Phone accessories guides.**

### **⚠ WARNING**

Failure to properly set up, use, and care for the LG-Nortel USB Phone can increase the risk of damage to the USB Phone, or even serious injury or death.

### **⚠ Handling of packaging materials**

Small packaging materials can be a choking hazard to small children. Please keep packaging materials away from small children.

### **⚠ Do Not Attempt Repairs**

Do not attempt to take apart, open, service, or modify the LG-Nortel USB Phone. Doing so increases the risk of electric shock, fire, or damage to the device. Any evidence of an attempt to open or modify any component of the USB Phone system, including any peeling, puncturing or removal of any of the labels, is a violation of your license and warranty, and renders USB Phone ineligible for authorized repair.

If any part is damaged, malfunctioning, or if any internal parts become visible, contact LG-Nortel Support Center(<http://www.lg-nortel.com>)

### **⚠ Disposal of Waste Electrical & Electronic Equipment in the European Union and Other Countries with Separate Collection Systems**

This symbol on the product or its packaging means that this product must not be disposed of with your household waste. Instead, it is your responsibility to hand this over to an applicable collection point for the recycling of electrical and electronic equipment. This separate collection and recycling will help to conserve natural resources and prevent potential negative consequences for human health and the environment due to the possible presence of hazardous substances in electrical and electronic equipment, which could be caused by inappropriate disposal. For more information about where to drop off your electrical and electronic waste, please contact your local city or municipality office, your household waste disposal service, or the shop where you purchased this product.



## **What's new in this release**

Initial Product Release : 2007 Oct. ISSUE 1.0

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## Introducing LG-Nortel's USB Phone 8501

### *Overview*

The LG-Nortel USB Phone 8501 links the power of Microsoft® Office Communicator 2007 (Model: IP8501) with the reliability of a dedicated desk phone. This handset operates similarly to a traditional desk telephone, except that you use Office Communicator to place calls and perform other commonly used functions. The USB Phone provides speakerphone and volume control (including mute).



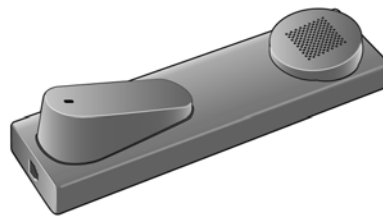
## Getting your USB Phone 8501 up and running

### *What's in the Box*

USB Phone 8501 product package contains the following items:



1. Base unit (including attached USB 2.0 cable)



2. Handset



3. Phone cord (coiled)

### *System Requirements*

The minimum system requirements for using the USB Phone include:

- Computer running Microsoft® Windows® XP operating system (SP2 or later).
- Computer with at least 1.8 GHz processor.
- Recommended at least 1.0 GB of RAM.
- 1.5 GB of available hard disk space.
- Video card with at least 64 MB of RAM.
- Super VGA (1280 × 1024) resolution video adapter and monitor.
- Keyboard and mouse, or compatible pointing device.
- Ethernet network adapter appropriate for the type of local-area or wide-area network in use.
- Graphics hardware running in full hardware acceleration mode.
- A half-duplex or full-duplex sound card. Half-duplex audio allows only one person to speak at a time. Full-duplex audio allows two people to speak simultaneously.

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- Office Communicator 2007 installed and compatible according to the following specifications:

**Table 1. Office Communicator 2007 Compatibility List**

Operating System	Outlook Version	Exchange Server Version
Microsoft Windows® XP SP2	Microsoft Office Outlook® 2007 Outlook 2003 SP2 Outlook XP	Exchange 12 Exchange 2003 Exchange 2000
Microsoft Windows Server™ 2003 SP1, or later	Outlook 2007 Outlook 2003 SP2	Exchange 12 Exchange 2003
Windows 2000 Professional SP4, or later	Outlook 2003 SP2	Exchange 12 Exchange 2003

**Table 2. Product Specifications**

Component	Description
Operating System	Windows® XP/Windows® Vista
LED Indicator	Active Call Speakerphone Headset Message Waiting Call Forwarding Presence Icon
Headset	Compatible with industry amplified business headsets using an RJ-22 modular jack
Speaker phone	Full-duplex, wideband (16-bit, 16,000 samples per second) audio support
Codecs	<ul style="list-style-type: none"> <li>· RT Audio wideband</li> <li>· G.711 µ/A</li> <li>· SIREN</li> </ul>

**Table 3. Environmental Specifications**

Item	Degrees (°C)	Degrees (°F)
Operation Temperature	0-40	32-104
Storage Temperature	-20-60	-4-140
Operation Humidity	10-85% RH (non-condensing)	

### ***Setting up the Phone***

Before connecting your new phone, take a moment to consider safety and reliability. Use common sense when locating, connecting and using your USB Phone 8501.

- Locate on a dry level surface away. Keep the phone away from the edges of the surface to avoid the potential of a fall.
- Locate cables to avoid potential for damage. For example, do not locate under rugs or carpet as damage may result from foot traffic. Also, do not locate cables between the desktop and walls where they may be crushed, damaging the insulation.
- Check the cables regularly and, if damage is noted, disconnect your phone. Contact your local representative for a replacement.
- Should liquid spill on the phone, disconnect the unit from power and the network.
- Do not use during lightning storms. Lightning presents a potential shock hazard.
- Clean the USB Phone 8501 with a soft dry cloth; do not use liquid cleaners or sprays.
- Only attach peripherals specified by LG-Nortel.
- Always use caution when connecting to AC power. Use only with a properly grounded standard AC power outlet.

To set up USB Phone 8501, perform the following Steps:

1. Attach the base unit to the handheld unit using the phone cord (coiled).
2. Connect the USB cable (attached to the base unit) to a USB port on your computer.




### **Configuring Office Communicator**

Before using the LG-Nortel USB Phone, you must verify the audio is properly configured, and that Office Communicator is set to integrate with your phone system. Both of these configurations are done in Office Communicator.

#### *Start Office Communicator 2007*


1. Click Start.
2. Select Programs, and click on Microsoft Office Communicator 2007.

#### *Verify audio setup*

1. In the Office Communicator title bar, click on the down arrow. 
2. Select Tools, and click on Set up Audio and Video.
3. Follow the instructions in the Audio Video Device Setup wizard.

**NOTE**—In the wizard, make sure that the **Speaker** and **Microphone** device options are both set to USB Phone 8501.

#### *Verify your phone integration settings*

1. In the Office Communicator title bar, click on the down arrow. 
2. Select Tools, and click on Options.
3. In the Options dialog box, click on the Phones tab.
4. Click OK.

## Using the Office Communicator with IP8501

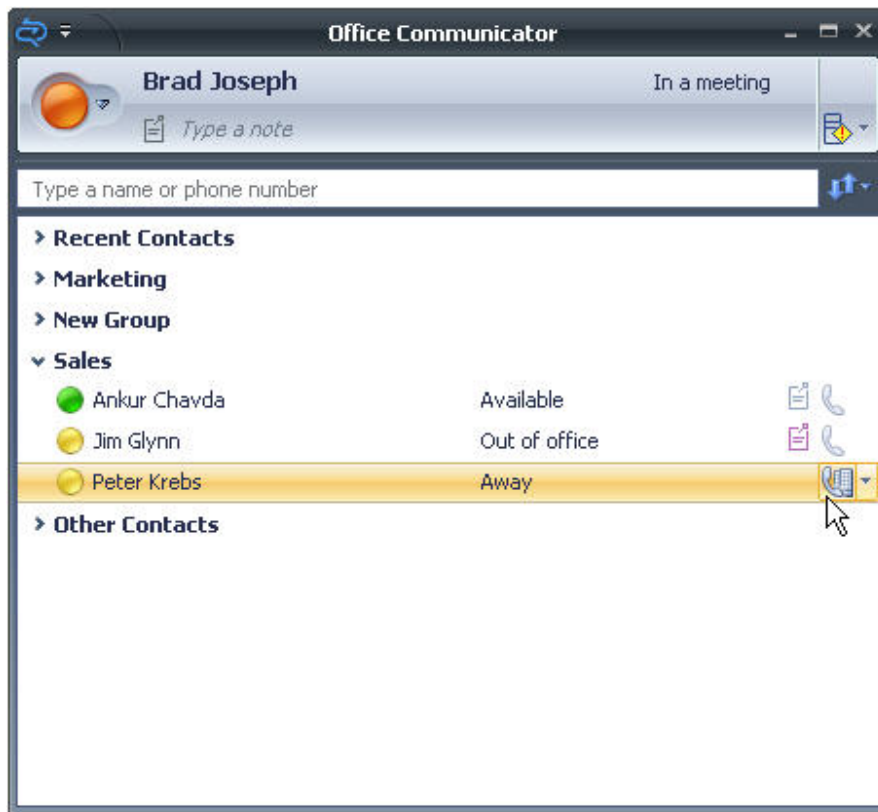
### Placing Calls

With Communicator 2007 you can place an outbound voice call using the LG-Nortel USB Phone 8501. You can call contacts inside your company by simply clicking the phone icon next to a name in the Contacts list or you can call an outside number by typing the number in the Search box.

In addition to calling a single contact, you can use Communicator to initiate a voice call with multiple contacts (conference call). It's a convenient way to start a conference call, without requiring you to have a conference call number from a conference service provider.

#### Place a voice call

1. In the Contacts list, click on the Phone icon to the right of the desired contact's name to initiate a voice call using your preferred calling device and the contact's preferred number or device.



2. To change your preferred calling device or the number of device to call, click the down arrow (shown) next to the Phone icon and then click on the new name or phone number or change the selection in the Preferred Calling Device.



#### *Using search to call a contact*

1. In the Search box, type the first or last name of the contact or the full name of the contact. Search results will begin to display after you've partially typed in the contact's name.



2. In the Search results list, click the phone button to the right of the contact's name to initiate the call.



**NOTE**—Clicking on the arrow button next to the phone icon of a contact will allow you to select how to call the contact.

#### *Making a voice call by typing a phone number in the Search box*

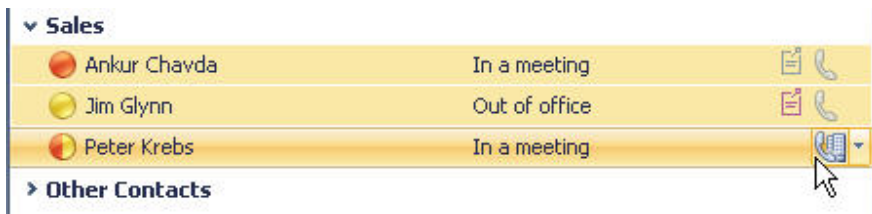
1. In the Search box of the Communicator window, type the desired phone number.
2. Click the phone icon next to the phone number in the Search results area to initiate a call to that number.



#### *Making a voice call to multiple contacts*

**NOTE**—To use this feature, conferencing must be enabled by the System Administrator.

1. In the Contacts list, hold the CTRL key and select the contacts you want to invite to the voice call.



2. When finished selecting contacts, right-click on one of the contacts, and select **Call with Options**.
3. Select the number you want to use to initiate the call; when number or device to start the conference is selected, the call is placed and the participants are invited to the call.
4. The Conversation window will open and show you as the leader of the conference and displays status for each of the conference call participants. For more information about conducting conference calls, refer to <Conferencing>.

### ***Receiving Calls***

When an incoming voice call is received, Communicator displays an audio popup notification in the lower right corner of your PC. The popup provides contextual information about the call, and a variety of controls for handling the call.

If **Telephone Integration** is enabled for Communicator, you will see a call notification on your PC screen. The notification displays an audio icon that indicates a voice call and shows the caller's name and phone number (if the person who is calling is inside your company).

When the audio popup notification for an incoming call appears, you can take any of the following actions:

- **Accept or decline a call.**
- **Respond with an instant message.**

There are times when it's not convenient to accept a voice call, even though you want to talk to the caller. For example, you may be in an ad-hoc meeting or in the middle of an important conversation with someone in your office. In cases such as these, you can send the caller an instant message, perhaps to indicate that you'll call them back or be available later in the day.
- **Set your presence status to Do Not Disturb for the next 30 minutes.**

There are times when your status shows you as available, but you're really in an ad-hoc meeting or having an important conversation with a co-worker. In cases such as these where you don't want to be disturbed, you can set your status to Do Not Disturb the first time you receive a voice call notification.
- **Redirect the call to another number, device, or to your voice mail.**

The voice notification popup provides a Redirect menu that you can use to redirect the call. For example, you can redirect an incoming call on your PC to your cell phone, home phone number or simply redirect the call to your voice mail.

### ***Accepting a voice call***

1. Click on the caller's name or phone number in the notification popup, and use the USB Phone handset to begin your conversation.



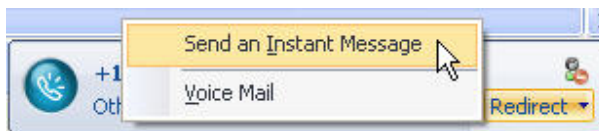
#### *Declining a voice call*

1. To decline a voice call, click the Close button in the call notification window to close the notification window and decline the call.

**NOTE**—If voice mail is enabled, the call automatically is redirected to voice mail.

#### *Responding to a voice call with an instant message*

1. Click the Redirect arrow, and select Send an Instant Message (as shown).
2. Type your message and then click on the Send button or press ENTER.



#### *Setting your status to Do Not Disturb from a voice call notification*

1. From the voice call notification, click the Do Not Disturb button (shown) in the upper right corner of the notification.
2. When you click the Do Not Disturb button, a popup message appears that indicates that for 30 minutes you will not be able to receive incoming communications.



#### *Redirecting a call to another number, device, or voice mail*

1. Click on the Redirect arrow in the voice notification window.
2. Select the new destination for the call.

### **Other Functions**

When the LG-Nortel USB Phone 8501 for Microsoft Office Communicator 2007 is attached to your computer and turned on, it functions as a speaker for your computer, regardless of whether you are using it to place or receive any calls, or even whether Office Communicator is started. The handset will play the audio from any application running, in addition to playing audio sounds from Microsoft Windows.