User's Introduction to the Intuisis i1 Phone System

User Password and PIN

The default (As Shipped) User, Username and Password (Case Sensitive) are:
- Username: <Last Name of selected User><Extension of User>,
- Password: <Last Name of selected User><Extension of User>
- For Example Frank Wright at extension 01 is a typical User:
  - Username: Wright01
  - Password: Wright01

All Default Passwords and PINs may be changed at any time, and it is strongly advised to change all of them as soon as you install the Intuisis i1 Telephone System.

Telephone Keys & * (star) Help Telephone Menu

The telephones have multiple keys that are labeled and perofrm standard functions. These are described in your IP telpehone Quickstart Guide or Manual.

The telephones also have soft keys, or keys that are labeled on the IP Telephone's Display. These are described in the table below :

Key Level 1	Key Level 2	Key Level 3	Key Level 5	Description
MSG				Retrieve Your Voicemail Messages. Follow Instructions, then press #.
Calls				Received/Missed Calls Or Placed Calls
More »→	Dir			Company Directory. Use to Dial User.
	DND			Do Not Disturb
	More **»→**	Page		Page all users that were set up by your administrator to be paged.
		I-Com		Intercom - Follow Instructions to Use
		More **»→**	NewCall	Same as Dial
			Callers	Received/Missed Calls

* (star) Help Menu also allows the various features to be used with any telephone. Most of this menu can be used, even when you call from an ouside telephone. In this case when you reach the menu you can just press * (star). If your Intuisis i1 does not use menus, then you can get to the * (star) menu by having whoever answered your call, transfer you to * (star).

To:	Press	Then Press	Then Press	Then Press
Help Menu - Tells you how to use your i1	*			
Directory - 1st 3 letters of First or Last name	*	#		
Join a Conference Call	*	1	1	
Start a Conference Call	*	1	2	
To Page	*	2	1	
To use the Intercom	*	2	2	
To find the IP address of the Intuisis i1 for web access.	*	8		
To Learn How to Transfer a Call - During a call (Not available when you call out).	*			
Transfer a Call	#1			

* (star) Help Telephone Menu User Login

The User login allows the user to check their own Voicemail Box, the Company Voicemail Box, and the Blocked Caller Voicemail Box. It also allows checking your call forwarding and enabling or disabling it. Call forwarding must be configured to use this feature in the User's Web Portal. This menu can be used, even when you call from an ouside telephone. In this case when you reach the menu you can just press * (star). If your Intuisis i1 does not use menus, then you can get to the * (star) menu by having whoever answered your call, transfer you to * (star).

| To:	Press	Then Press	Then Press	Then Press
Help Menu - Allows access to the user login	*			
Employee Login - Access special functions as follows	*	0		
Access Your Voicemail Box	*	0	1	
To Check Call forwarding State - Enabled or Disabled	*	0	2	
Enable Call forwarding	*	0	2	1
Disable Call forwarding	*	0	2	2
Access the Company General Voicemail Box	*	0	3	
Access the Blocked Caller Voicemail Box	*	0	4	

User Web Portal & Personal Features

The User Web Portal allows each user to Monitor the status of other users, see there received and missed calls, and change their password, PIN, email, Voicemail alerts and the call forwarding.

To login as a User:
1. Press * (star)
2. Press the Dial Button.
3. Press 8, and listen to the IP address. (if you can't remember, the * (star) Help Menu will tell you your options).
4. Open Internet Explorer (Internet Explorer must be used currently), and type the IP address in the Address Bar.
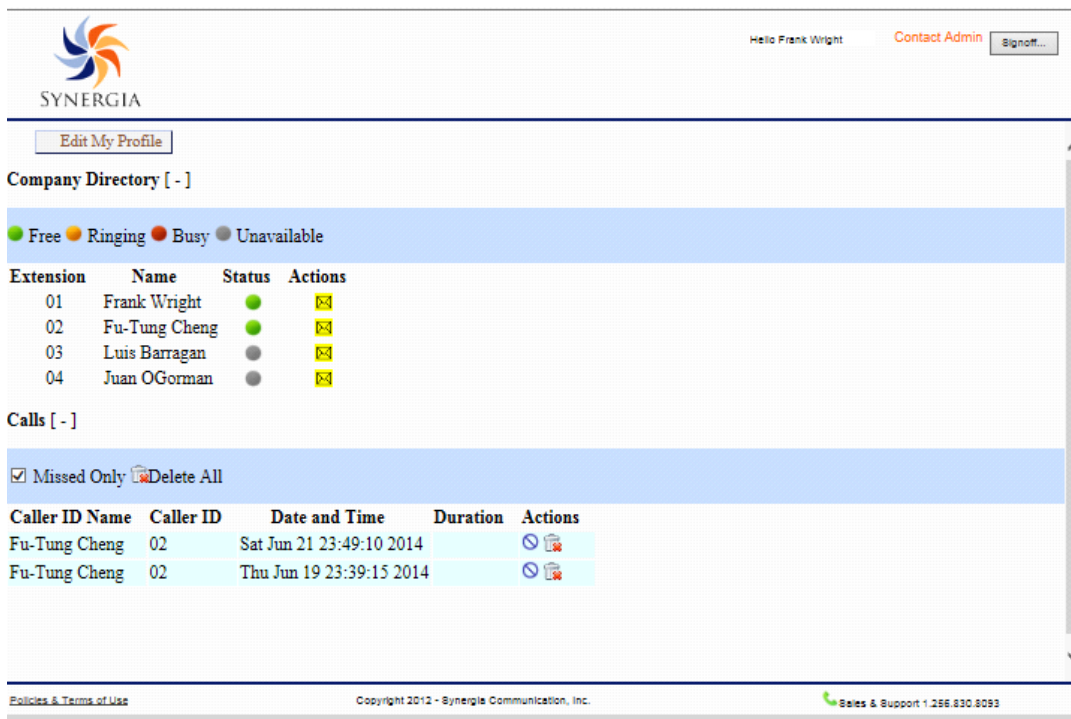5. Login (First Time) with the default Username and Password.
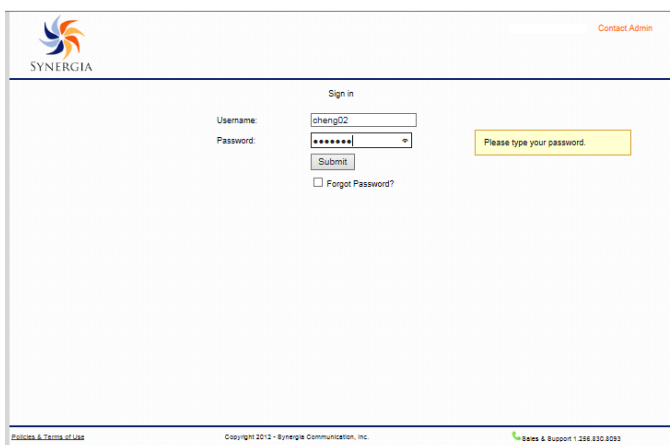
User Logging in Shown Above.
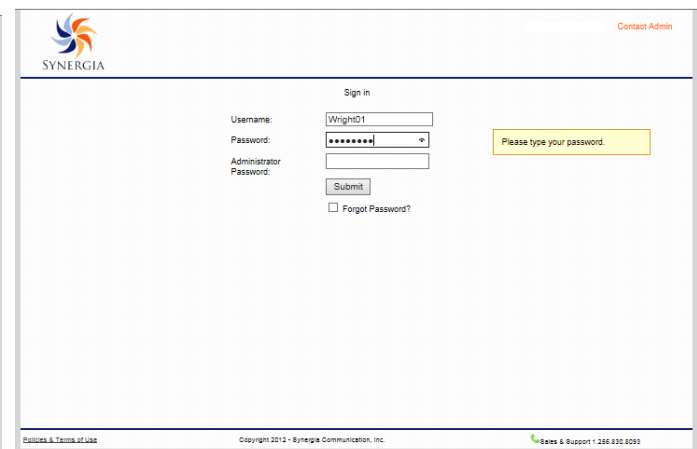
Administrator Logging in as User Shown Above.
The Administrator Passord is left blank.

User's Home Page:
The current status of all the phones on the system, and your Missed and/or Received Calls is shown Below.
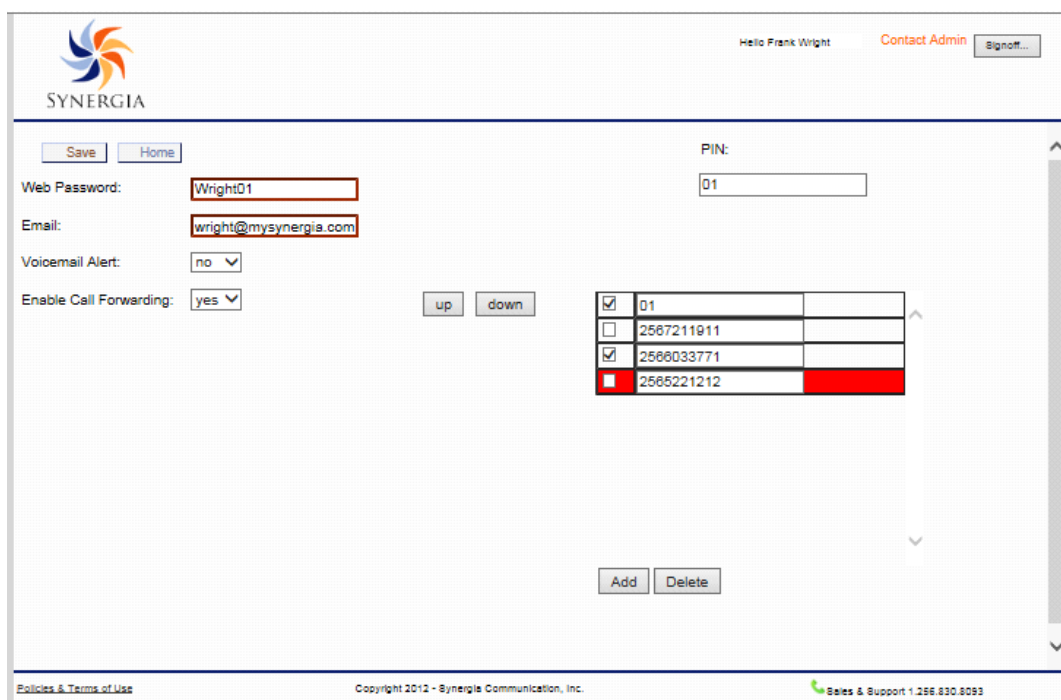
Edit My Profile:
Your User Configurable Settings are shown below. All other settings must be configured by the Administrator.

Resetting the Telephones When Your Network Changes

Synergia has designed to Intuisis i1 phones system to recover from most problems that can occur with your network, your Internet connection and your power. There are just a few situations, where you may need to reset the telephones, when your network changes. For example, when you replace your router, or you unplug the Intuisis i1 from the network, and then plug it back in without unplugging the power. To reset your phones:

- To Reset IP 321/331/335:
    - Press and hold the Volume-, Volume+, Hold, and Handsfree (Speakerphone) Buttons for about 4 Seconds, until the telephone's display show "Reboot initiated." Don't worry about the volume change. This will reset, once the phone has rebooted.

- To Reset P 450, 550, 560, 600, 601, 650, and 670:
    - Press and hold the Volume-, Volume+, Mute, and Messages Buttons for about 4 Seconds, until the telephone's display show "Reboot initiated." Don't worry about the volume change. This will reset, once the phone has rebooted.