




Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for LINKSYS SPA962. You'll find the answers to all your questions on the LINKSYS SPA962 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

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1. Handset
2. LCD screen (SPA962 in color)
3. Voice mail indicator light
4. Lines (SPA941, SPA942 and SPA962)
5. Soft buttons
6. Navigation button
7. Mailbox button
8. Hold button
9. Setup button
10. Volume adjustment bar
11. Headset button
12. Speaker button
13. Mute button
14. Dial pad

Phone Basics

Making a Telephone Call
Call using one of three devices:

- Lift the handset and dial, or
- connect the headset (port is on right side of phone), press the headset button and dial, or
- Press the speaker button and dial.

Switching Devices During a Call
Only one device at a time can be used.

- Press the button for the device.
- Adjust volume as needed.

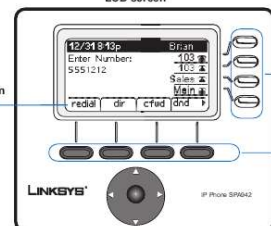
Dialing a Stored Number

- To redial the last number called, press the soft button below **redial** twice.
- To view directory choices, press the soft button under **dir**. Use the navigation button to highlight your choice. Press **dial** to call.
- To dial the number of the last call the phone received, press the soft button under **lcr**.

Speed Dialing
Speed dial numbers must already be programmed into the phone (see Setup Shortcuts).

- Dial the speed dial number and then lift the handset, or
- lift the handset and dial the speed dial number, followed by the # button on the phone.
- the entry in the speed dial list will be dialed automatically.

The LCD Screen



Receiving Calls

1. Multiple Calls on a Single Line
For SPA921 and SPA922:

- Caller information will display on the LCD screen.
- To access more than one simultaneous call, use the hold or conference feature.

2. Multiple Calls on a Multiple Lines
For SPA941, SPA942 and SPA962:

- Calls will come in on the first available line.
- Call information will display on the LCD screen.

Muting a Call

- Mute the call by pressing the mute button.
- Press the mute button again to cancel.

Placing a Call on Hold

- Press the hold button to put the active call on hold. If there is another incoming call, you can now answer the 2nd call or line.
- For multiple lines (SPA941, SPA942 and SPA962), the call's line will flash red.
- Resume the 1st call by pressing the line button associated with the 1st call.
- If the 2nd call is still in progress it will automatically go on hold.

To End a Call

- From a handset, hang up.
- From a speaker call, press the speaker button.
- From a headset call, press the headset button.

LCD Screen Overview

- Top line displays date, time, phone number
- main area displays call information
- bottom lines display soft button options
- right side displays extension numbers, if available.
- The SPA962 has a 320 x 240 pixel color display

Soft Button Features
Shows available features.
As shown above, by pressing the soft button below the feature, you could:

redial: view redial list
dir: view directory options
cftw: forward your calls
dnd: choose do not disturb.

Navigation button
Use to move up, down, left or right through soft button features.

Lines
(SPA 941, SPA942 and SPA962 only)
Use to access additional extensions.
The SPA941 and SPA942 have four lines, the SPA962 has six lines.

SPA IP Phone

VoIP

Quick Reference

Model Nos. SPA921, SPA922, SPA941, SPA942, SPA962



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Manual abstract:

LCD screen Switching Devices During a Call Only one device at a time can be used. 2. Multiple Calls on a Multiple Lines (For SPA941, SPA942 and SPA962) · Press the button for the device. · Adjust volume as needed. Lines Soft button features Dialing a Stored Number · To redial the last number called, press the soft button below redial twice. · To view directory choices, press the soft button under dir. Use the navigation button to highlight your choice. Press dial to call. · To dial the number of the last call the phone received, press the soft button under lcr. · · Calls will come in on the first available line. · Call information will display on the LCD screen. Soft buttons Muting a Call · Mute the call by pressing the mute button. · Press the mute button again to cancel. IP Phone SPA942 Placing a Call on Hold · Press the hold button to put the active call on hold. If there is another incoming call, you can now answer the 2nd call or line. · For multiple lines (SPA941, SPA942 and SPA962), the call's line will flash red. @@@@Handset 2. LCD screen (SPA962 in color) 3. Voice mail indicator light 4. Lines (SPA941, SPA942 and SPA962) 5. Soft buttons 6. Navigation button 7. Mailbox button 8. Hold button 9. Setup button 10. Volume adjustment bar 11. Headset button 12. Speaker button 13. Mute button 14. @@@@ · From a speaker call, press the speaker button.

@@@@@Model Nos. @@@@@@Press the soft button under conf during an active call. 2. The first call is placed on hold. You will hear a dial tone. Dial the telephone number to conference in. 3. Press the soft button under conf again. The conference call will now include you and the other two parties. 4. Hanging up disconnects all parties. setup 16. LCD Contrast To adjust the LCD screen contrast: Setup, 16 2. Speed Dial To add/edit a speed dial number: Setup, 2 17. Call Park Status 3.

@@@@@Press the soft button under xfer during an active call. 2. The first call goes on hold and there will be a dial tone. Dial the second telephone number. 3.

When the second person answers, you can have a private conversation without the first person hearing it. 4. To connect the call to the second person, press the soft button under xfer again to complete the transfer. 5. You will be disconnected from the call. headset (illuminates when on) 4. Ring Tones To change a ring tone: Setup, 4 5. Preferences speaker (illuminates when on) To block your caller ID: Setup: 5, 1 To block anonymous callers: Setup: 5, 2 To enable Do Not Disturb, Setup: 5, 3 To enable Secure Call, Setup: 5, 4 To enable Dial Assistance, Setup: 5, 5 To choose Preferred Audio Device, Setup: 5, 6 For detailed information on these or any other features in this Quick Reference guide, please see the SPA IP Phone User Guide. hold 6. Call Forward To forward all calls to one number: Setup, 6, 1 To forward calls when your phone is busy: Setup, 6,2 To forward calls when there is no answer at your phone: Setup, 6, 3 To forward calls after a time delay: Setup, 6, 3, then Setup 6, 4 Unattended Transfer 1.

Press the soft button under xfer during an active call. 2. The first call is placed on hold. There will be a dial tone. Dial the second telephone number. 3. When the phone rings, press the soft button under xfer again to complete the transfer. 4. You will be disconnected from the call. volume adjustment bar 7. Time/Date To change the time and/or date: Setup, 7 For additional information or troubleshooting help, refer to the User Guide on the Linksys website.

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