MAX™ IP RESPONSE POINT™
Quick Start Guide

PACKAGE CONTENTS

Use the pack-out diagrams below to verify that you received all components for your MAX IP Response Point.

| Conferencing pod | Base unit | Documentation on CD | Quick Start Guide |

| 25' Connection cable | 7' Ethernet cable | Power Cord |

Note: Inspect your shipment carefully for obvious signs of damage. ClearOne is not responsible for product damage incurred during shipment. You must make claims directly with the carrier. If the shipment appears damaged, retain the original boxes and packing material and contact your carrier immediately.

SYSTEM REQUIREMENTS

System requirements for Microsoft® Response Point™ can be found at:
• http://www.microsoft.com/responsepoint/resources-datasheet.aspx

Microsoft Response Point Software Download
Microsoft Response Point SP1 is available as a free download at the following location:
• http://www.microsoft.com/responsepoint/features-software-SP1-download.aspx

TECHNICAL SUPPORT

**Telephone**:   1-800-283-5936 (United States)
                  1-801-974-3760
Fax: 1-801-977-0087
E-mail: tech.support@clearone.com

⚠ **CAUTION:** Please read the Safety Information contained in the Administrators Manual.

SETUP

To Connect Your Conference Phone

1. Attach the 25' connection cable to the **Link Out** jack on the base unit. Attach the other end to the **Link In** jack on the conferencing pod.

Plug Ethernet cable into Ethernet jack

Rear of Conferencing Pod

Rear of Base Unit

To Link In

25' Cat. 5 Cable
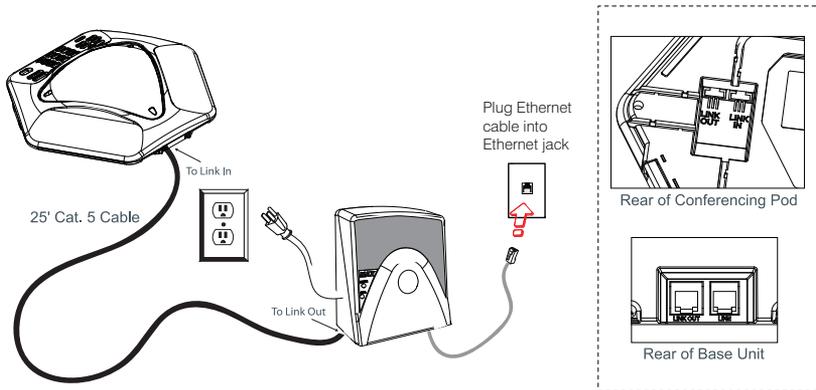
To Link Out

⚠ **Warning**: DO NOT plug a laptop or PC into the Link Out jack on the base unit or conferencing pod -- severe electrical damage can occur!

2. Connect the base unit to your Ethernet jack using the Ethernet cable.

3. Connect the power cord to the base unit and plug it into an electrical outlet.

KEYPAD FUNCTIONS

Button	Name	Function
	Hook	• Press to answer an incoming call. • Press to activate the phone and receive a dial-tone. • Press again to disconnect an active call. • While on a second line, press this button to disconnect the call (for example: when listening to voicemail or a getting a busy signal during a 3-way call).
	Response Point	Press to access the Response Point directory Automated Receptionist.
	Redial	• Press once to dial the last number called. • Press and hold for two seconds to enter Program mode.
	Conference	• Press once during a call to place the first line on hold and receive a dial tone for a second line. • Press again after the second call answers to connect a 3-way call.
	Hold	• Places the active call on hold. If you are not on a 3-way call, press to toggle between lines. • If pressed during a 3-way call, both lines are placed on hold. A second press releases all the active line(s).
	Delete	• Press once to delete the last digit entered. • Press and hold to clear all digits. • Press to exit Program mode.
	Volume up Volume down	• Adjusts volume while on a call. • When not on a call, pressing these buttons will adjust ringer volume.
	Mute	• Press once to mute the microphones during a call. Press again to unmute. • If the phone is ringing, press once to mute the ringer for the inbound call.

LCD DISPLAY
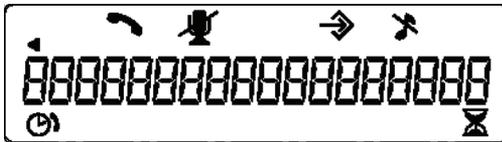
USING THE PHONE

Make a Call
1. Press the [𝓅] key to activate the phone. You will hear a chime or spoken prompt.

2. Speaking clearly, say the name of the person in your Contact List you wish to call.

OR

1. Press the [📞] key to activate the phone. You will hear a dial tone.

2. Dial the number as you would on a standard phone. The number appears on the LCD screen.

> *You can also pre-dial the number while in Standby mode and press the [📞] key to connect the call.*

> *To add a pause to the number you are pre-dialing, press and hold the pound (#) key.*

Answer a Call
• When there is an incoming call, the following will occur:

1. The phone will ring (unless the ringer is turned off).

2. The phone's 3 LEDs will flash.

3. The phone icon on the LCD screen will flash.

• To answer press the [📞] key.

End a Call
• Press the [📞] key.

Turn the Ringer On/Off
• Press and hold the "*" key until the Ringer Off icon appears on the LCD display.

Adjust Ringer Volume
• While the phone is ringing, press [◀))] or [◀)].

• While the phone is inactive, press [◀))] or [◀)]. The ringer melody will play once at the new level.

Dial an Internal Call
To dial an internal company extension using voice dialing:
1. Press the [𝓅] button on the phone.

2. Say the name of a person in your directory (e.g. "Denise Smith"). You can also speak the name of a specific location or department, such as "kitchen" or "accounts payable," as long as those extensions are listed in the directory.

To dial a call manually (using the keypad:)
1. Dial the extension number (optionally, followed by "#") of the co-worker or department you wish to contact.

ADDING A NEW PHONE
To add the MAX IP Response Point in Response Point Administrator

1. Launch Response Point Administrator.
   • Connect to the server.
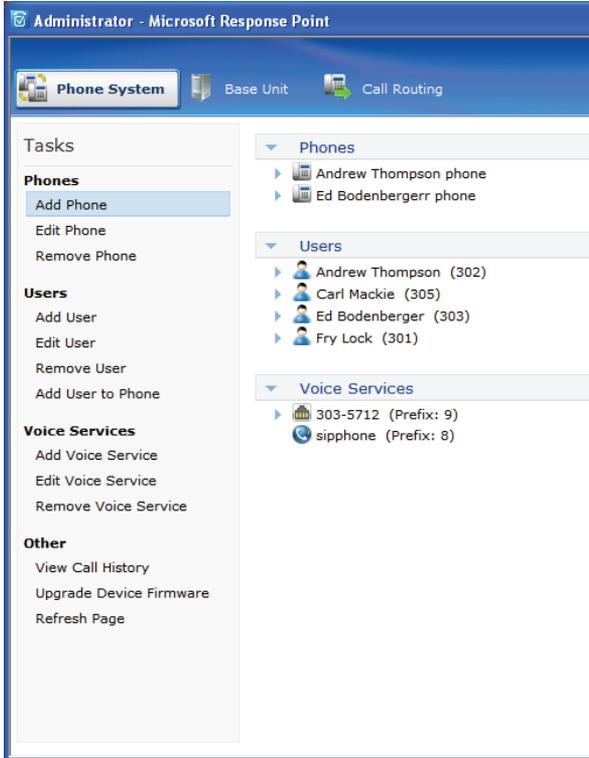
2. Click **Add Phone**
    A. Ensure the MAX IP Response Point is powered and connected to the network.

    B. The MAX IP Response Point will appear in the device list.

Configure Phone

What phone do you want to add?

Phones found on the network:

Clearone 910-158-340 (00-06-24-0D-C3-BC): 192.168.1.106 -- Eng 3.2.2 Resp 1.7

What if the phone I expected to find is not listed?   Refresh

< Back   Next >   Cancel   Help
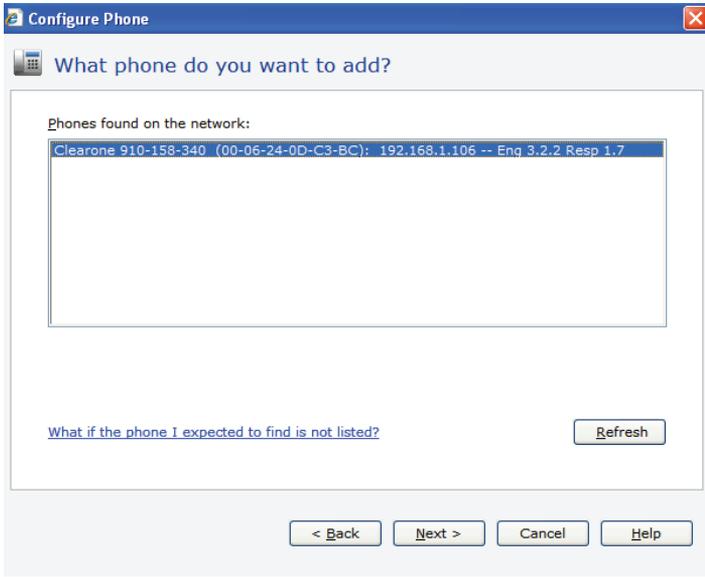
    C. Highlight the device, click **Next.**

    D. Select **Assign User** to Assign or Create a user and click **Next.**

E. From the list, choose the user you wish to assign to the phone, highlight and click **OK.**

- To Create a New User: select **New User** and follow the New User wizard.

F. Assign your user to "Recieve calls on this phone". Click **Next.**
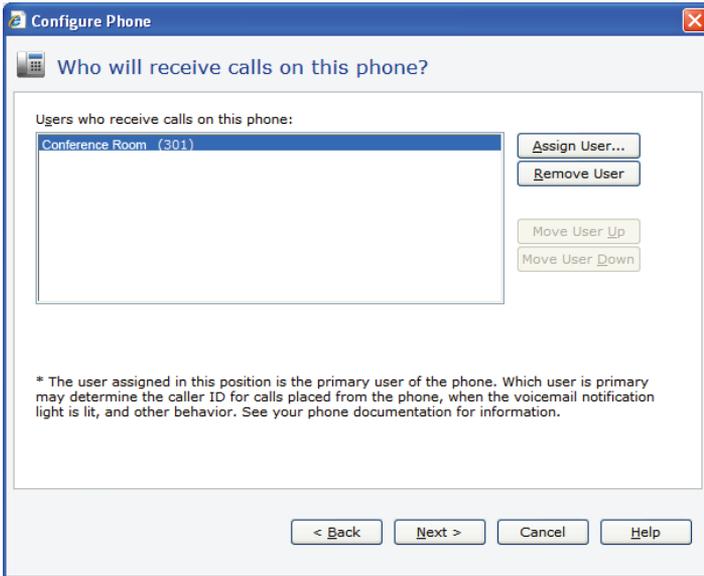
G. Name the phone, click **Next.**

H. Click **Finish** to complete the process.

The MAX IP Response Point is now ready for use with your Response Point system.