SPARSH VP310

The Executive IP Phone

Quick Installation Guide

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Thank you for choosing SPARSH VP310! Please read this guide first for correct installation and retain it for future reference. The information in this guide was current at the time of publication. All specifications are subject to change without notice.

This Guide is meant to help you install and connect the phone. For detailed installation instructions, refer to the System Manual.
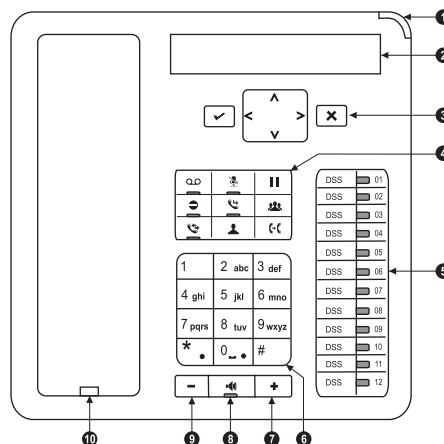

2.

Know Your SPARSH VP310

1	Ringer LED	**6**	Dial Pad
2	LCD Screen	**7**	Volume increase key
3	Navigation keys	**8**	Speaker key
4	Fixed Function keys	**9**	Volume decrease key
5	DSS keys	**10**	Handset

Navigation Keys

✔	The Enter Key; To enter the Menu. To make a selection in the Menu or to complete an action.
∧	The Up Key; To scroll upwards when navigating the Menu/sub-menu. To access Phone Settings and set Ringtone/Play Key Tone.
∨	The Down Key; To scroll downwards when navigating the Menu/sub-menu.
>	The Forward Key; To move the cursor.
<	The Back Key; To move the cursor. To go back one level in the Menu.
✕	The Cancel Key; To abort a function or process. To exit a Menu.

Volume Keys

While talking,
Press [+] to increase and press [−] to decrease Speech volume.

When the phone rings,
Press [+] to increase and press [−] to decrease Ringer volume.

3.

What Your Package Contains

- Phone, Handset and Spring Cord
- Ethernet Cable
- A Foot Stand
- Wall Mounting Template
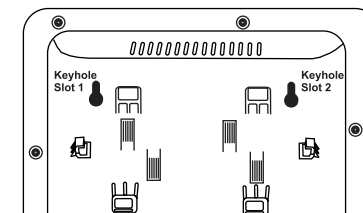- Quick Installation Guide (printed copy)

Installing SPARSH VP310

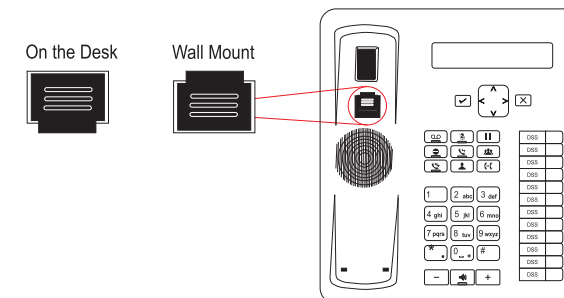| Step 1	SELECT A LOCATION

You can mount the phone on a wall or on the desk.

Mount SPARSH VP310 on a Wall
- Use the mounting template to drill holes of appropriate size and distance.
- Fix the screw grips in the holes you drilled.
- Fix two screws in the holes on the wall, ensuring that they are aligned with the Keyhole Slots 1 and 2 of SPARSH VP310. The screws should protrude from the wall to fit into the Keyhole Slots.
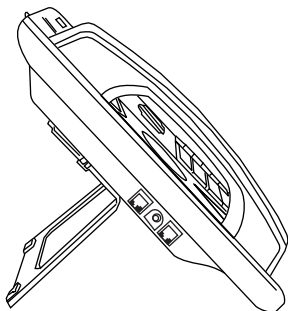

- Now, mount the phone with the screws fitting into the Keyhole Slot.
- Reverse the handset wall mount tab to make sure the handset remains intact when you mount the phone. Push the handset wall mount tab upwards to remove it from the slot. Rotate it 180 degrees clockwise and push it downwards into the slot.
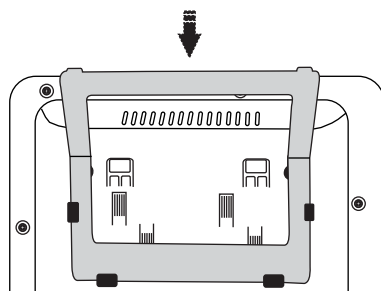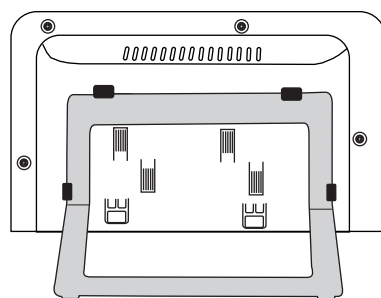
On the Desk   Wall Mount

Mount SPARSH VP310 on the Desk

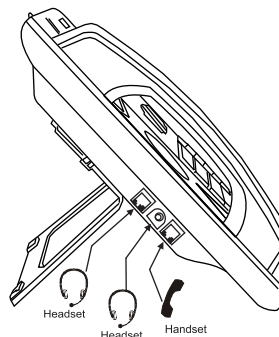• You can attach the Foot Stand in the following ways - at an angle of 35 degrees and 50 degrees.

Stand attached at 35 degree angle

Stand attached at 50 degree angle

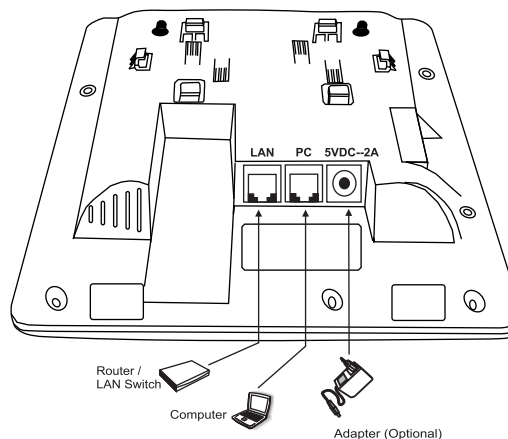| Step 2	CONNECT

Headset   Headset   Handset

Connect the Handset
• Connect the handset of the SPARSH VP310 to the phone body using the Spring Cord (supplied with the phone).
• Connect the long straightened end of the Spring Cord into the RJ9 connector on the left side panel of the phone, marked with the symbol 📞.

Connect the Headset (not supplied by Matrix)
If you want to use a Headset,
• Plug any standard stereo headset with 3.5mm single connector into the headset jack on the left side panel of the phone, marked with the symbol 🎧.
• You may also plug in a headset with RJ9 connector into the headset port on the left side panel of the phone, marked with the symbol 🎧.

LAN   PC   5VDC--2A

Router / LAN Switch

Computer

Adapter (Optional)

Connect a PC to the Phone
• Plug in the Ethernet Cable into the PC Port of the phone and the other end into the LAN Port of your PC.

Connect the IP Network
• Connect the LAN Port of the phone to the IP Network — A Router or LAN Switch — using the Ethernet Cable.

Connect the Power Supply
• It is a PoE enabled phone and can be powered over Ethernet by connecting it to a PoE enabled LAN Switch (IEEE 802.3af Compliant).
• If you do not want to use PoE, plug in the connector of the Adapter into the power jack (DC Jack) with the label 5VDC-2A at the bottom of the phone. Plug in the Power Adapter into a power outlet.

Note:
• *If both the power options, that is, PoE as well as Power Adapter are available to the phone, then the phone will derive power from the PoE enabled LAN Switch.*
• *The IP phone should be used with Matrix original power adapter (5V/2A) only. The use of any third-party power adapter may cause damage to the phone.*

Step 3	STARTUP AND OPERATE

• When the IP Phone is connected to the network and supplied with power, the booting process initiates.

• After loading the application, the phone obtains the Network Settings, updates the Firmware (if required), obtains the Configuration and then attempts to register.

• To configure and register the phone as a SIP Extension, refer to the *System Manual*. For operating instructions refer to the *EON48_310_SPARSH VP248_310_User Guide*.

The documentation can be found at **http://www.matrixtelesol.com/product-manuals.html**

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