



Bizfon™ 680

Quick Start

Meet your Business Transformer...

This Quick Start is intended to introduce you to your Bizfon 680. It should take about 15 to 20 minutes. Although your Bizfon 680 supports six incoming telephone lines, to get started, this Quick Start will focus on connecting just two incoming telephone lines. Using this Quick Start will acquaint you with your Bizfon 680 and allow you to quickly set up some of the basic system features, such as the Clock and System Greeting. You'll also configure the four BizTouch telephones to familiarize yourself with their feature buttons.

You may choose to skip this Quick Start and proceed directly to a permanent installation. For permanent installation options, see the section *Permanent Installation Options* at the end of this document.

NOTE: If you have an existing telephone system (such as a PBX), it might not be appropriate to perform this Quick Start due to incompatible wiring. You may need to have a Bizfon Pro Install performed. Pro Install packages include an assessment of your specific needs, all necessary parts and wiring, and installation by a professional installation agent. Contact Bizfon Customer Care for more information and assistance.

Questions? Call Customer Care at Extension 299 or at 1-877-603-4100

Step 1: Arrange your Bizfon 680 and Telephones

1. Find a spot to set up your Bizfon 680 and telephones on a table or desk with access to one or two telephone lines and a power outlet.

2. Unpack and assemble your Bizfon telephones as instructed in the Assembly Guides.

Power Outlet



Telephone
Line Jacks



Bizfon 680



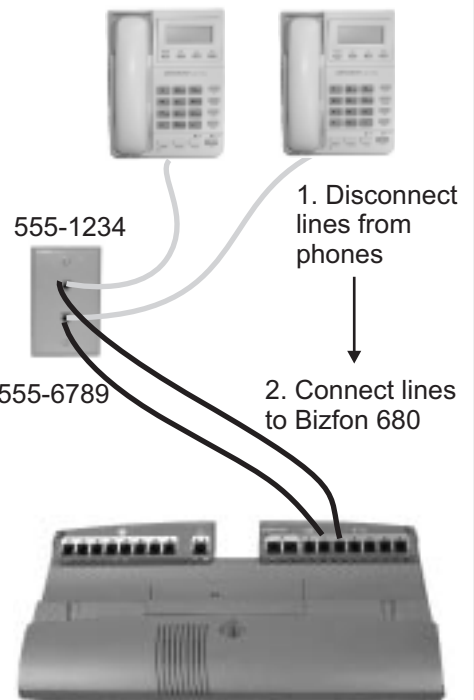
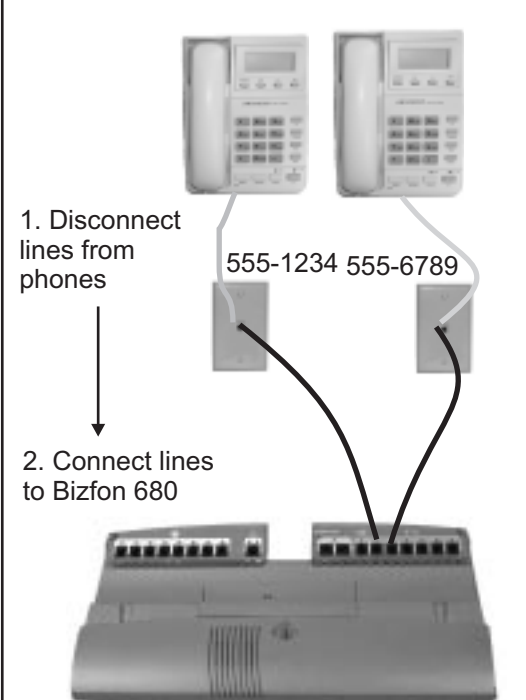
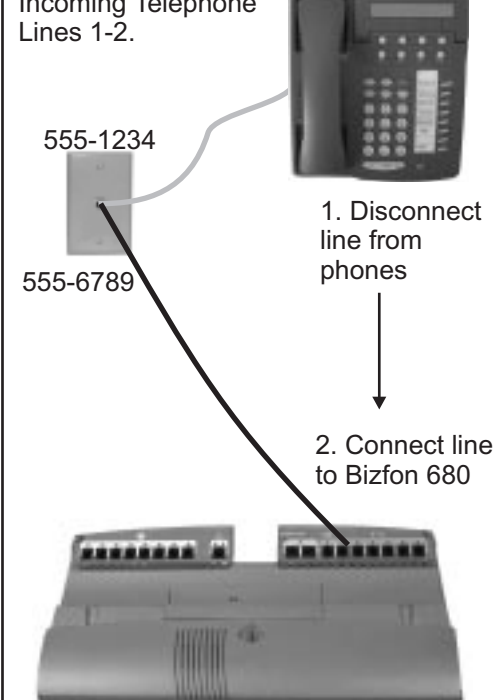
BizTouch Feature Phones

Step 2: Locate your Incoming Telephone Lines and Connect them to the Bizfon 680

We will now connect 2 incoming telephone lines, each with a separate telephone number, to the Bizfon 680. You will locate the wall jacks for each of these lines/numbers.

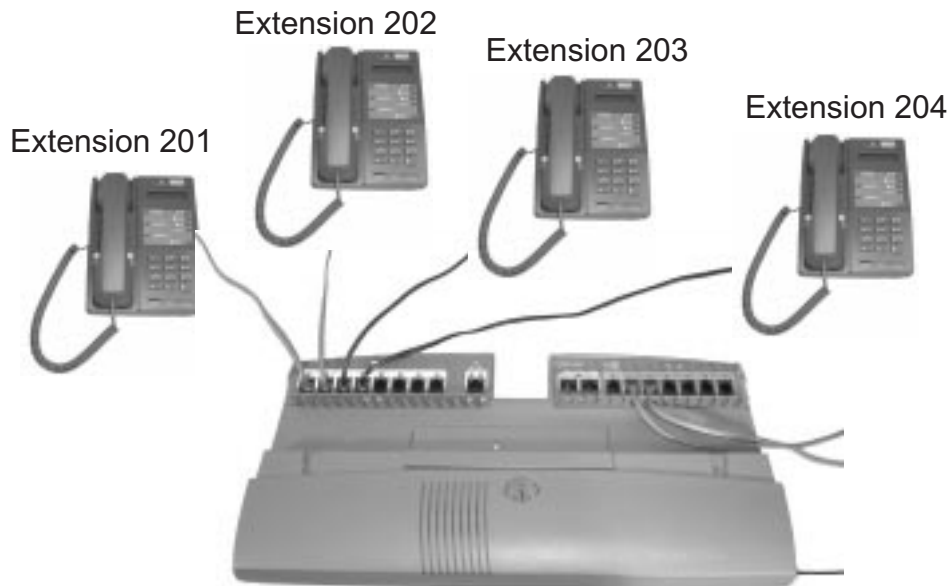
1. To determine where the wall jack for each line/number is located, dial each of your numbers in turn and make a note of which phone rings when each number is called. (You may need to refer to a telephone bill to confirm how many telephone lines you have.)
2. Trace the line cord from each telephone to locate the wall jack for each telephone line/number.
3. Slide the cover off the Bizfon 680 to gain access to the connectors.
4. Disconnect each incoming line from the existing telephones.
5. If each incoming line is connected to an individual telephone, connect one incoming telephone line to the blue jack labeled Incoming Telephone Lines 1-2, and connect the other to the blue jack labeled 2. See A or B below.

If you are using a 2-line telephone plugged into a single wall jack, this indicates that the wall jack has two telephone lines/numbers connected to it. Connect the single line from the wall jack to the blue jack labeled 1-2. See C below.

<p>A</p> <p><i>In one office: 2 Separate telephone lines, each with its own number</i></p>	<p>B</p> <p><i>In one office: One jack for 1 telephone line with 1 number</i> <i>In a second office: Another jack for 1 telephone line with another number</i></p>	<p>C</p> <p><i>In one office: Single jack for 2 numbers connected to a 2-line telephone</i></p>
<p>Disconnect the lines from each telephone and connect one of them to the blue jack labeled Incoming Telephone Lines 1-2, and connect the other to the blue jack labeled 2.</p>  <p>1. Disconnect lines from phones</p> <p>2. Connect lines to Bizfon 680</p>	<p>Disconnect the lines from each telephone and connect one of them to the blue jack labeled Incoming Telephone Lines 1-2, and connect the other to the blue jack labeled 2.</p>  <p>1. Disconnect lines from phones</p> <p>2. Connect lines to Bizfon 680</p>	<p>Disconnect the telephone line cord from the 2-line telephone and connect it to the blue jack labeled Incoming Telephone Lines 1-2.</p> <p><i>A 2-line telephone: 555-1234 and 555-6789 on 1 telephone line</i></p>  <p>1. Disconnect line from phones</p> <p>2. Connect line to Bizfon 680</p>

Step 3: Connect Telephones to the Bizfon 680 and Plug it in!

Connect each telephone to the yellow jacks labeled Telephones, starting at 1. You can connect up to 8 telephones. Jack 1 is assigned extension 201, jack 2 extension 202, jack 3 extension 204, etc., through jack 8, which is assigned extension 208. Note that extension 201 is the operator. All incoming calls are routed to the operator.



Plug in the power cord of the Bizfon 680. Allow approximately 90 seconds for the Bizfon 680 to start. A series of tones is played and the time and date are announced, indicating that the system is ready for use.

Step 4: Press the Blue Button to Test the System

When the system is ready for use, you can use the Startup/Test button to confirm that your Bizfon 680 is properly set up.

1. Press the Startup/Test button (the blue button in the center of the Bizfon 680) once. A welcome message is played along with a notification that the system cannot be used for incoming or outgoing calls while being tested.
2. Press the button again to test the Incoming Telephone Lines. A message tells you that the Incoming Lines will be tested. The LEDs at each connected line will flash as the diagnostics detect a dial tone. If an LED at a jack with a line connected does not flash, it indicates that a dial tone is not detected. Check to make sure that the line is connected to a wall jack with a live Incoming Telephone Line.
3. Press the button again. A message is played indicating that the Incoming Telephones Lines test is complete and that now the diagnostics will test the extensions by consecutively ring each telephone connected to the Bizfon 680.
4. Press the button a final time and the system announces that the extensions test is complete. The time and date are then announced.

Your Bizfon 680 is now fully tested and ready for use!

Optional - Step 5: Configure Bizfon 680 System Settings

Now that you have connected the incoming telephone lines, telephones and power cord, your Bizfon 680 is ready to use! There are some system settings, however, that you might like to change. These include:

- **The Clock** - To set the clock (if required): At extension 201, press **7**, then **8**, then **4**, and then follow the prompts. It's important that the clock be set accurately in order for voice mail time stamps to be correct.
- **System Greeting** - Your Bizfon comes with the following automated attendant greeting:
"Thank you for calling. If you know your party's extension, you may dial it now. For a list of extensions, press 1. To reach the operator, press 0, or wait and you will be transferred."

You can use this standard greeting, record your own system greeting, or purchase a professionally recorded greeting by calling Bizfon Customer Care at 299.

To record a system greeting: At extension 201, press **7**, then **8**, then **2**.

Read the *Working Smart* booklet for more information about getting the most from your Bizfon 680. You can then refer to the *Bizfon 680 Owner's Guide* for instructions on how to set up and use the features you are most interested in.

Optional - Step 6: Configure your Extensions

When you pick up the handset of a telephone, the system prompts you with the following:

"Welcome to extension 201 (or the number of the extension you've picked up). To set up this extension now, press 1; otherwise, press *."

- If you press **1** to set up the extension, you are prompted through a series of options to configure the extension. Simply follow the prompts to configure an extension.
- If you press ***** you receive a dial tone and can place calls. Note that when configured in this manner, the extension will not have a voice mailbox. Also, each time the extension is picked up, you are asked if you would like to set up the extension.

Permanent Installation Options

After completing this Quick Start, you have several options for a permanent installation of your Bizfon. These permanent installation options include:

- **Permanent Desktop Installation** - You can leave the Bizfon 680 where you've set it up during this Quick Start and simply route the telephone line cords along a baseboard to each extension. You can also connect more incoming telephone lines and additional telephones.
- **Self Install Kit** - If you've ordered the Bizfon 680 Self Install Kit, refer to the instructions provided with it. To order a Bizfon 680 Self Install Kit, call Bizfon Customer Care at extension 299.
- **ProInstall** - If you've ordered a Bizfon 680 Pro Install, a Bizfon professional will install your Bizfon 680 and telephones on an arranged date. To order a Bizfon 680 Pro Install, call Bizfon Customer Care at extension 299.