



**VTech VSP715**  
User Guide

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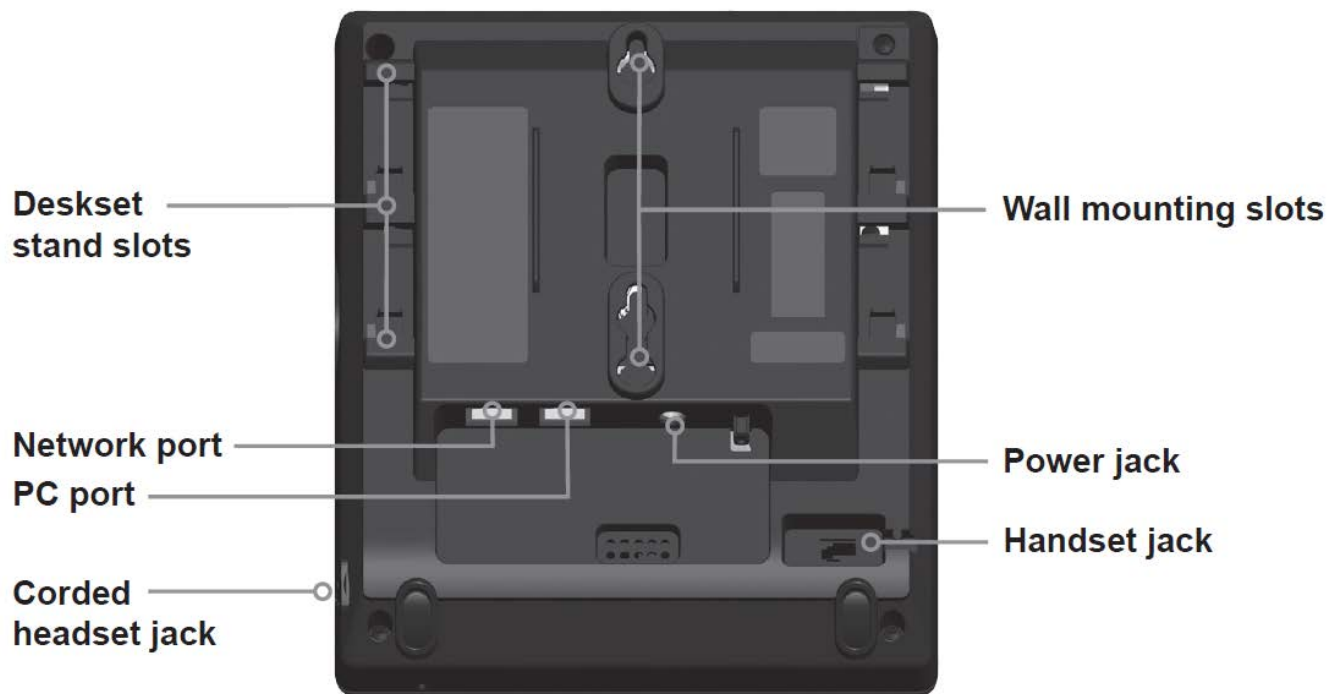
# Installation

## Desk Setup

**NOTE:** if you place the display face down when you attach the stand, be sure to place a soft cloth under the display to avoid any damage to the phone.


1. Attach the stand by lining up the tabs on the stand with the slots on the rear of the phone (*Figure 1-1*).

**NOTE:** There are two sets of slots. One allows you to attach the stand at a 45-degree angle, and the other allows you to attach the stand at a 35-degree angle.




*Figure 1-1: The Back Face*

2. Connect the handset cord from the handset to the handset jack on the back of the phone. Secure the cord to the phone by routing it through the slot and underneath the tab.
3. Connect the Ethernet cable from your network router or switch to the Network port on the back of the phone.

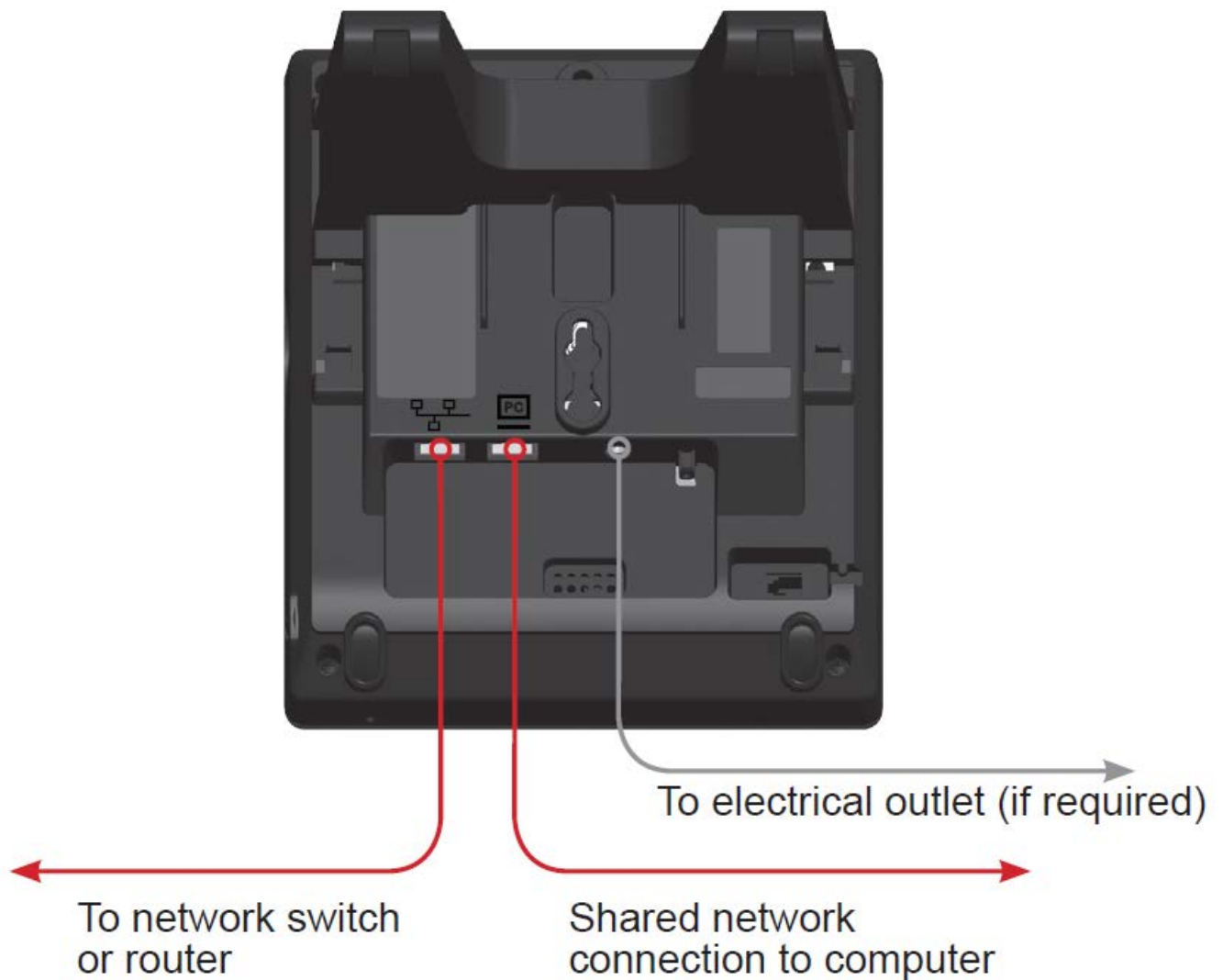
**NOTE:** The Network port referenced above is also marked by  on the back of the phone.

4. If the phone is not being connected to a Power over Ethernet (PoE)-capable switch, connect the supplied power adapter from the back of the phone to an electrical outlet.

5. If there is a computer near the phone, but no extra Ethernet wall jacks, connect the computer to the PC port on the back of the phone using a second Ethernet cable.

**NOTE:** The PC port referenced above is also marked by  on the back of the phone.

When finished, the phone should be connected like the figure below (*Figure 1-2*).



*Figure 1-2: Network Connections*

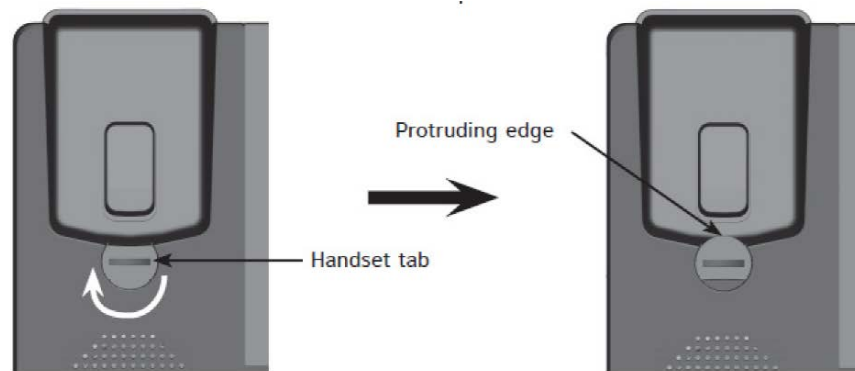
## Wall Mounting

**NOTE:** Make sure that the wall that the phone will be attached to is strong enough to support the phone. If not, it is necessary for the wall to be reinforced. If you place the display face down when you attach the stand, be sure to place a soft cloth under the display to avoid any damage to the phone.

1. Prepare the wall-mount screws. The phone will fit onto wall-mount screws with centers 3 ¼ inches (8.2 cm) or 4 inches (10.2 cm) apart.

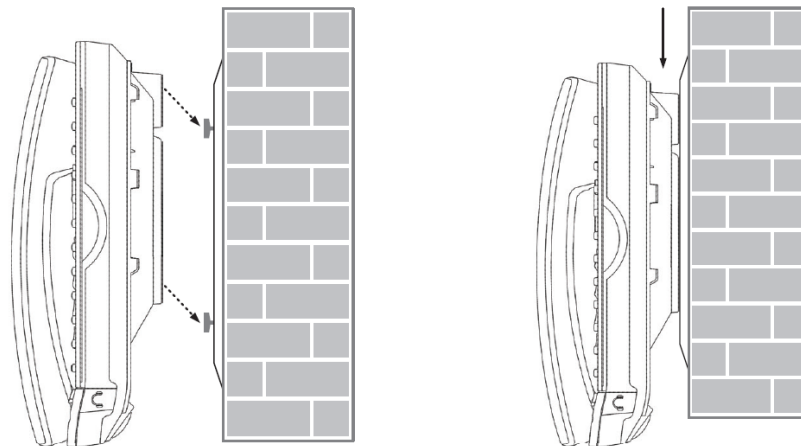
**NOTE:** Most standard wall plates have screw centers 3 ¼ inches (8.2 cm) apart.

2. Go **off-hook**.
3. Use a screwdriver or coin to rotate the handset tab 180 degrees. The protruding edge of the tab holds the corded handset when the phone is mounted on the wall (*Figure 1-3*).



*Figure 1-3: Rotate the Handset Tab*

4. Connect the network cable(s) and, if required, the power adapter.
5. Place the phone base over the mounting screws, aligning the upper wall mounting hole on the back of the phone with the upper mounting screw, and the lower wall mounting hole on the phone with the lower mounting screw (*Figure 1-4*).
6. Slide the phone base down over the mounting screws.
7. Bundle the network cable(s) and power adapter cord (if using the power adapter) neatly with twist ties or Velcro straps.



*Figure 1-4: Mount the Phone*

# Location of Controls



Figure 2-1: Front Panel Features

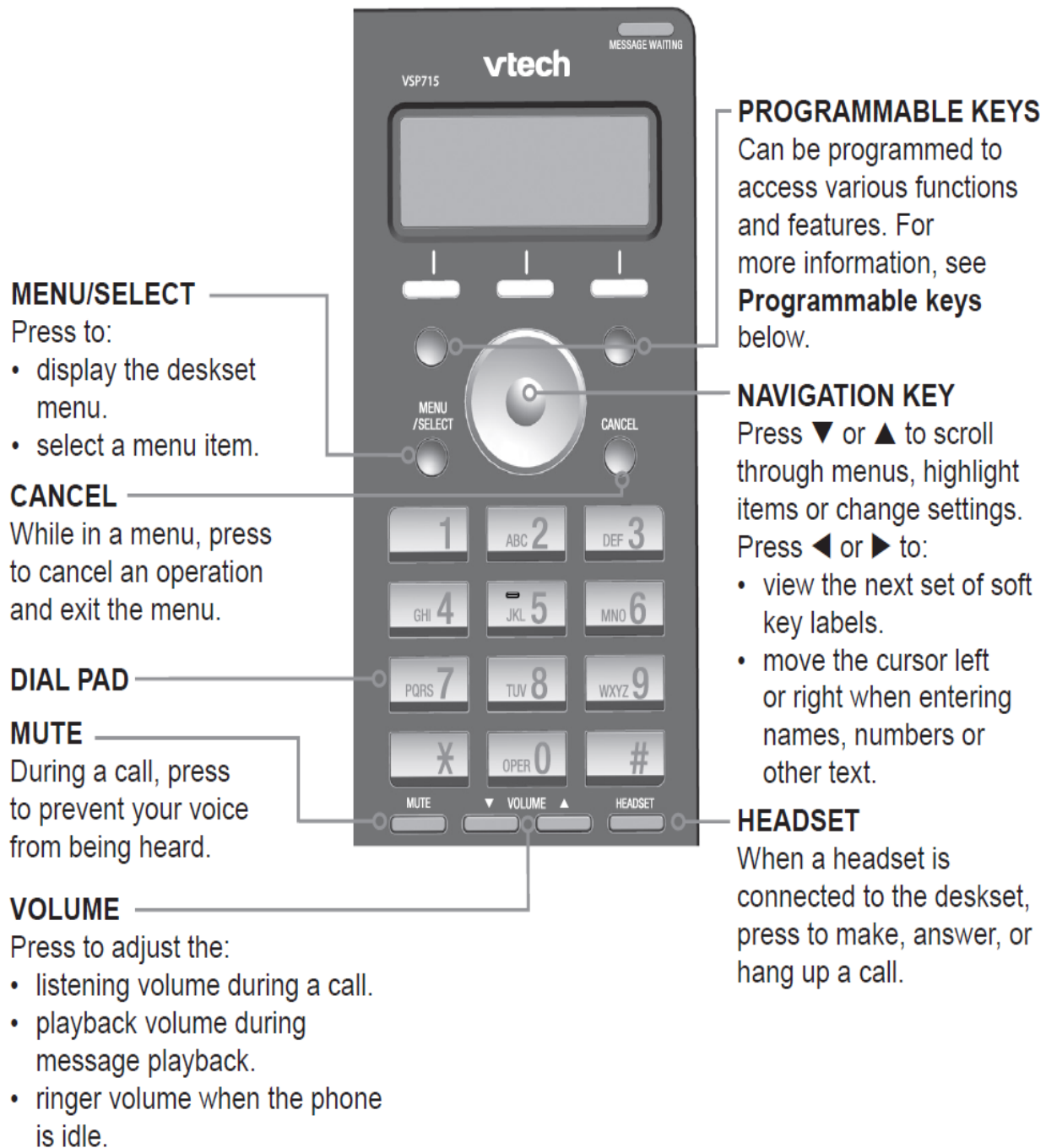


Figure 2-2: Button Map

# Provisioning Steps

## NextOS 3.0 Portal

### Assigning the MAC Address to a User

1. For Administrators, log in to the NextOS 3.0 portal by visiting [www.nextiva.com](http://www.nextiva.com) and clicking on the customer Login found at the top right.
2. Log in to the NextOS 3.0 portal with your login credentials.
3. Click **Manage** in the **Users** tile.
4. Hover your cursor over the user you want to assign the phone to, and click the **pencil icon** that appears to the right.
5. Click the **Device** section.
6. Select **Own Device**.
7. Select **Nextiva VTech VSP715** from the **Own Device** drop-down list.
8. Enter the MAC address of the phone in the **MAC Address** text box.
9. Click **Generate** under the **Authentication Name** text box.
10. Select the **Change Password** checkbox, and then click **Generate** under the **Change Password** text box (*Figure 3-1*).

**Device**

Are you ready to setup a device for user?  Yes  No

Available Devices ?

Add Device ?

Nextiva VTech VSP715

\* MAC Address ?

14AEDB101796

SIP Username: 9931744827 Domain: prod.voipdnsservers.com

Authentication Name: vsp715a Authentication Password: 1682988387

Generate ? Generate

Save & Continue

Figure 3-1: Assign the Device to a User



## Network Configuration

The figure below is an image of a standard network configuration with the VTech VSP715 phone (Figure 3-2).

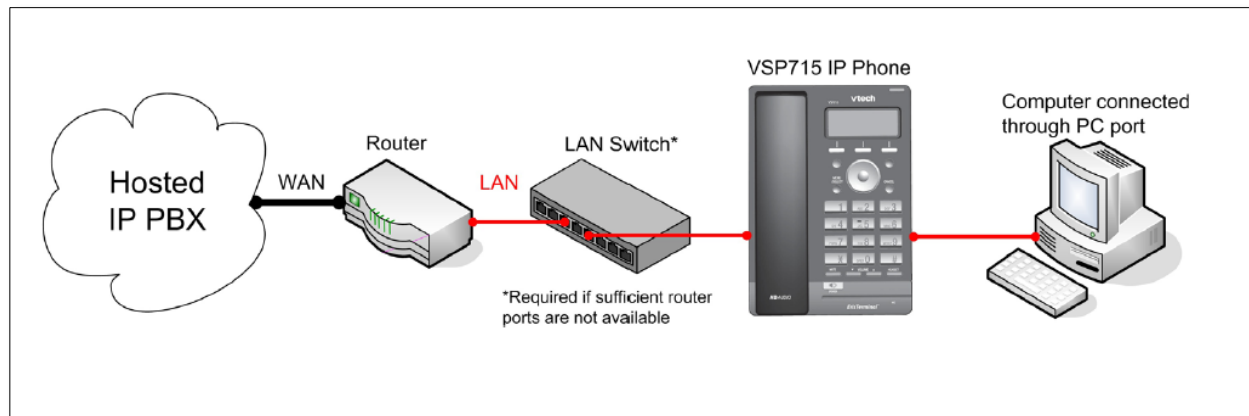


Figure 3-2: Standard Network Configuration

## Configuring a Static IP Address

Before you can configure a static IP Address, you must disable DHCP in the Admin settings.

### Disabling DHCP:

1. Press the **MENU** button.
2. Scroll down and select **Admin settings**.

**NOTE:** To select a menu option, press the **SELECT** button.

3. Press the **123** softkey to switch to letters, and then enter **admin** as the password.
4. Press the **Enter** softkey.
5. Select Network setting.
6. Select **DHCP**.
7. Press the right navigation button to change the DHCP status to **Disabled**.
8. Press the **Save** softkey.

After disabling DHCP, the home screen will display “Line(s) unregistered”, and programmable key 1 will blink orange until either the phone is configured with a static IP or DHCP is re-enabled. Follow the steps below to configure a static IP Address:

### Configuring a Static IP Address:

1. Press the **MENU** button.
2. Scroll down and select **Admin settings**.

3. Press the **123** softkey to switch to letters, and then enter **admin** as the password.
4. Press the **Enter** softkey.
5. Select **Network setting**.
6. Select **Set static IP**.
7. Using the dial pad, enter the desired static IP Address for the phone.

**NOTE:** To enter a period between the octets in the IP Address, press the **Add dot** softkey.

8. Press the **down** navigation key to highlight the **Subnet mask** field, and then enter the subnet mask for the network your phones will be on. If you do not know this information, please contact your network administrator.
9. Press the **down** navigation key to highlight the **Gateway** field, and then enter the default gateway IP Address for the network your phones will be on. If you do not know this information, please contact your network administrator.
10. Press the **Save** softkey.

After the static IP Address has been configured, you need to configure the primary and secondary DNS servers.

#### Configuring the DNS Servers:

1. Press the **MENU** button.
2. Scroll down and select **Admin settings**.
3. Press the **123** softkey to switch to letters, and then enter **admin** as the password.
4. Press the **Enter** softkey.
5. Select **Network setting**.
6. Select **Others**.
7. Enter the IP Address of the primary DNS server in the **DNS 1** field; **8.8.4.4** is recommended.

**NOTE:** To enter a period between the octets in the IP Address, press the **Add dot** softkey.

8. Press the down navigation key to highlight the **DNS 2** field, and then enter the IP Address of the secondary DNS server; **8.8.8.8** is recommended.
9. Press the **Save** softkey.

## Enabling DHCP

If the phone displays an incorrect time and date (00:00 and 01/01/14), that may be caused by the phone being configured with an incorrect static IP Address. Below are the steps to enable DHCP on the phone:

1. Press the **MENU** button.
2. Scroll down and select **Admin settings**.

**NOTE:** To select a menu option, press the **SELECT** button.

3. Press the **123** softkey to switch to letters, then enter **admin** as the password.

4. Press the **Enter** softkey.
5. Select **Network setting**.
6. Select **DHCP**.
7. Press the right navigation button to change the DHCP status to **Enabled**.
8. Press the **Save** softkey.
9. Reboot the phone by disconnecting the power supply from the back of the phone.

## Checking the Firmware

The phone should be on firmware 1.1.1.1, and should automatically download the proper firmware after it is provisioned.

## Configuring the Provisioning Server

If you purchased this phone from a third party, or if you had previously provisioned this device, you need to factory reset it before it will accept the new settings in the Nextiva configuration file. See the **Factory Reset** section for instructions.

## Finding the IP Address

Before you can enter the provisioning URL through the WebUI, you must know the IP Address of the phone.

1. Press the **MENU** button.
2. Scroll down and select **Status**.

**NOTE:** To select a menu option, press the **SELECT** button.

3. Select **Network**. The IP Address of the phone displays on the screen.
4. Document the IP Address for future reference.

## Entering the Server URL

Once you have the IP Address, you can access the WebUI from any computer on the same network as the phone. From there, follow the steps below to provision the phone.

1. Open a web browser on your computer, and navigate to the IP Address of the phone. You are prompted to log in.
2. Log in with **admin** for the username and **admin** for the password. The System Status screen displays.

**NOTE FOR TROUBLESHOOTING:** If the phone does not accept **admin** as the password, the password prompt appears again. At this point, you will need to perform a factory reset (see **Factory Reset** for instructions).

3. Click **SERVICING** at the top-left.

4. Click **Provisioning** on the far-left side of the screen.
5. Remove the contents of the **Server URL** text box, and then enter:  
[http://dm.nextiva.com/dms/Nextiva\\_Service\\_Provider/VTech\\_VSP715/](http://dm.nextiva.com/dms/Nextiva_Service_Provider/VTech_VSP715/)
6. Scroll down, and then click **Save**.

After the server URL has been entered, you need to reboot the phone.

## Rebooting the Phone

1. While still logged in to the WebUI and on the **Provisioning** screen, click **Reboot** on the far-left side of the screen.
2. Click the blue **Reboot** button in the middle of the screen. The phone reboots, provisions, and registers to Nextiva's network.

**NOTE:** If your network is configured to associate phones to a specific VLAN, you will lose your connection to the phone after the provisioning process is complete.

**TROUBLESHOOTING:** If the phone displays "Firmware update failed" during the reboot, and "Line(s) unregistered" after the reboot, check the server URL that has been entered to make sure it is correct. If the server URL is correct, reset the authentication password in the NextOS 3.0 portal to ensure there are no special characters.

# Additional Setup Options

## Correcting the Time

If the VTech VSP715 does not display the correct time, first check that the time zone in the NextOS 3.0 portal is correct for the user the phone is assigned to before proceeding.

The VTech VSP725 cannot have its time changed on the local phone. Please call Nextiva Support to ensure your phone's configuration file reflects the proper time zone.

## Line Mirroring

By default, the second programmable key is not in use. It is not possible to configure line mirroring through the phone's menu. Please call Nextiva Support if you would like to set up line mirroring and have all inbound calls after the first automatically roll over to the next available line.

## Busy Lamp Field (BLF)

Busy Lamp Field (BLF) is not supported on the VTech VSP715.

## Directories

Remote directories are not supported on the VTech VSP715.

## Speed Dials

### Using Feature Access Codes

1. Go **off-hook**.

**NOTE:** In this guide **off-hook** is used to describe when a phone is in use, or has a dial tone before a call is made. **On-hook** describes when a phone is idle.

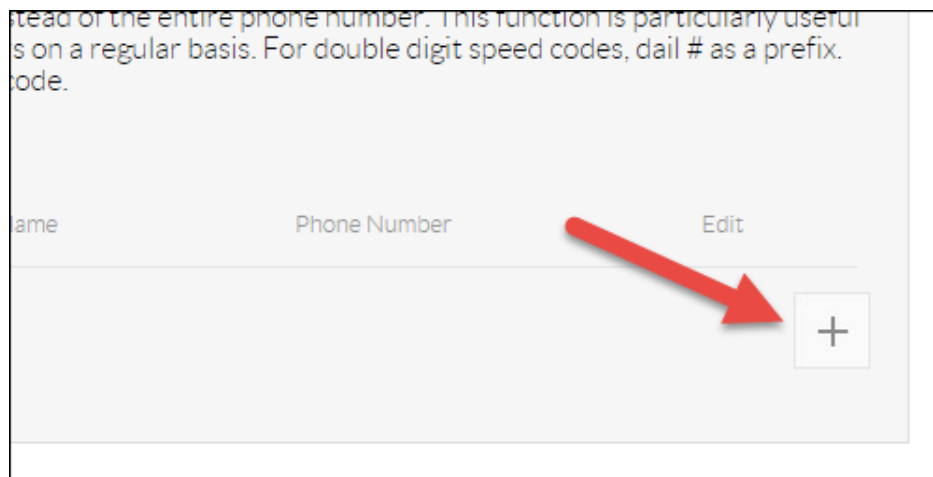
2. Dial **\*75** on the dial pad.
3. Press the **Dial** softkey.
4. After the beeps, enter the two digit number you want to use for the speed dial, then the phone number, followed by **#**. You hear a message saying "Speed Dial 100 programming succeeded, thank you."

**EXAMPLE:** To set up 05 as a speed dial to 4805551234, enter **054805551234#**.

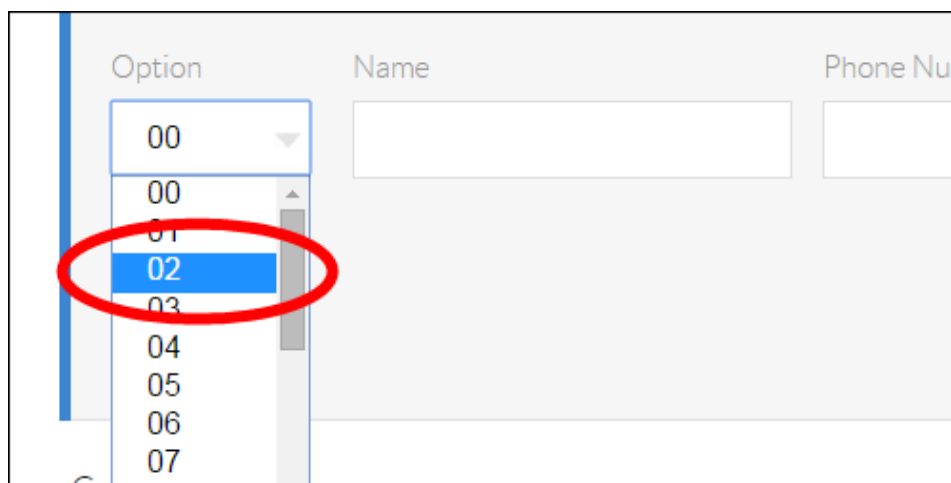
5. Go **on-hook**.

**From the NextOS 3.0 portal:**

1. For Administrators, log in to the NextOS 3.0 portal by visiting [www.nextiva.com](http://www.nextiva.com) and clicking on the customer Login found at the top right.
2. Log in to the NextOS 3.0 portal with your login credentials.
3. From the main dashboard, click **Manage** in the **Users** tile.
4. Hover your cursor over the user you want to set up speed dials for, and click the **pencil icon** to the right.
5. Scroll down and select the **Routing** section.
6. Click the **pencil icon** to the right of Speed dial.
7. Click the **plus sign** at the bottom-right (*Figure 4-1*).

*Figure 4-1: Add Speed Dial*

8. Select the speed dial number from the **Option** drop-down list (*Figure 4-2*).

*Figure 4-2: Speed Dial Number*

9. Enter a descriptive name for the speed dial in the **Name** text box, and then enter the phone number or extension in the **Phone Number** text box. Please note that special characters or spaces are not supported for the speed dial descriptive name (*Figure 4-3*).

For single digit codes, just dial the code.

Option	Name	Phone Number	Edit
			+
02	JohnCell	4805551234	

Cancel Save

Call identification

Figure 4-3: Description and Phone Number

10. Click the green **Save** button at the bottom-right of the Speed dial menu. A pop-up message appears stating that the speed dial 100 settings have been saved successfully.

## Automatic Call Distribution (ACD) States

ACD States are not supported on the VTech VSP715.

# Usage

## Making a Call

1. Go **off-hook**.
2. Dial the 10-digit phone number of the party you want to call, and then press the **Dial** softkey.
3. When finished speaking, go **on-hook**.

## Making a Second Call

### Without Line Mirroring

1. While on a call, press **HOLD** to put the current party on hold.
2. Press the **New** softkey. You hear a dial tone.
3. Dial the extension or 10-digit phone number of the party you want to call, and then press the **Dial** softkey.

**NOTE:** After you are connected, you can switch between the two calls by pressing the up navigation key, and then pressing the **Resume** softkey.

4. When finished speaking to the second party, press the **End** softkey. The other call is still on hold.
5. Press the **Resume** softkey to return to the other call.

### With Line Mirroring

1. While on a call, press the second programmable key on the right side of the phone. The original call is placed on hold, and you hear a dial tone.
2. Dial the extension or 10-digit phone number of the party you want to call, and then press the **Dial** softkey.

**NOTE:** After you are connected, you can switch between the two calls by pressing the first and second programmable keys on the right side of the phone.

3. When finished speaking to the second party, press the **End** softkey. The other call is still on hold.
4. Press the **Resume** softkey to return to the other call.

## Accepting a Call

1. While the phone is ringing, go off-hook, or press the **SPEAKER** or **HEADSET** button.

**NOTE:** Alternatively, you can press the **Answer** softkey at the bottom of the screen to answer the call using the speakerphone.

2. When finished speaking to the caller, go on-hook, press the **SPEAKER** or **HANDSET** button, or press the **End** softkey to disconnect the call.



## Using a Headset

You can accept calls using the headset by pressing the **HEADSET** button. If you'd like the **Answer** softkey to default to your headset, please contact Nextiva Support.

## Accepting a Second Call

### Without Line Mirroring

1. When you see the prompt on the screen that you have another incoming call, press the **Answer** softkey at the bottom of the screen. The original call is placed on hold, and you are speaking to the second party.

**NOTE:** After you are connected, you can switch between the two calls by pressing the up navigation key, and then pressing the **Resume** softkey.

2. When finished speaking, press the **End** softkey. The other call is still placed on hold.
3. Press the **Resume** softkey to return to the other call.

### With Line Mirroring

1. When you see the prompt on the screen that another call is coming in, press the **Answer** softkey at the bottom of the screen. The original call is placed on hold, and you are speaking to the second party.

**NOTE:** After you are connected, you can switch between the two calls by pressing the first and second programmable keys on the right side of the phone.

2. When finished speaking to the second party, press the **End** softkey. The other call is still placed on hold.
3. Press the **Resume** softkey to return to the other call.

## Terminating a Call

While on a call, press the **End** softkey at the bottom of the screen. This will disconnect the call regardless of whether you are using the handset, the speakerphone, or a headset.

## Transferring a Call

### Warm Transferring

1. While on a call, press the **Transfer** softkey. The party you were speaking to is placed on hold, and you hear a dial tone.
2. Dial the extension or 10-digit phone number of the party you want to transfer the call to, and then press the **Dial** softkey. Wait for the party to answer.

**NOTE:** To cancel the transfer, press the **Cancel** softkey, and then press the **Resume** softkey to return to the original party.

3. When the party is ready to accept the transfer, press the **Transf** softkey. The party that was on hold is transferred to the second party you dialed, and you are no longer connected to either party.

## Blind Transferring

1. While on a call, press the **Transfer** softkey. The party you were speaking to is placed on hold, and you hear a dial tone.
2. Press the **Blind** softkey.
3. Dial the extension or 10-digit phone number of the party you want to transfer the call to, and then press the **Transf** softkey. The party that was on hold is transferred to the second party you dialed, and you are no longer connected to either party.

**NOTE:** To cancel the transfer, press the **Cancel** softkey, and then press the **Resume** softkey to return to the original party.

## Conference Calls

1. While on a call, press the **Conf** softkey. The party you were speaking to is placed on hold, and you hear a dial tone.
2. Dial the extension or 10-digit phone number of the party you want to conference in, and then press the **Dial** softkey.

**NOTE:** To cancel the conference call, press the **Cancel** softkey, and then press the **Resume** softkey to return to the original party.

3. When ready to bring the original party back in, press the **Conf** softkey again. The party that was on hold is conferenced in, and you are speaking to both parties.

**NOTE:** To split a conference call into separate calls, press the **Split** softkey. After you do so, both parties are placed on hold. Press the **Resume** softkey to resume the call with the party displaying on the screen, or press the up navigation key to switch to the other party, and then press the **Resume** softkey to resume that call.

Alternatively, press the **Bridge** softkey to leave the conference call but keep both parties connected to each other.

## Checking Voicemail

When a new voicemail is received, the **MESSAGE WAITING** indicator light on the upper-right of the phone turns orange, and the screen displays “New Message(s)”. There is no voicemail/messages button on the phone, but if a message has been left, there is a **View** softkey at the bottom of the screen. To create a voicemail/messages button using the programmable keys, please contact Nextiva Support.

## Checking Your Messages Using the Programmable Keys

If desired, you can also access you voicemail by dialing \*62, \*86, or by dialing extension 9999.

1. Press the programmable key corresponding to the messages feature.
2. Press the **SELECT** button to check the messages for **LINE 1**, or scroll to select a different line, and then press the **SELECT** button. The phone dials out to the corresponding voice mailbox.

**NOTE:** By default, the call is made using the speakerphone. To switch to using the handset, go off-hook.

3. Enter your password when prompted. The default password is **0000#**.
4. If this is your first time checking your voicemail, follow the prompts to change your password and record your name.
5. Press **1** to access your voice mailbox.
6. Press **1** to listen to your messages.
7. When finished listening to your voicemails, press the **End** softkey to terminate the call, or proceed to the instructions below to set up a custom No Answer greeting.

## Recording a Custom No Answer Greeting

To set up a custom No Answer greeting, which is the default greeting that plays if you do not answer your phone after 3 rings, follow the instructions below:

1. Press the programmable key corresponding to the messages feature.
2. Press the **SELECT** button to check the messages for **LINE 1**, or scroll to select a different line, then press the **SELECT** button. The phone dials out to the corresponding voice mailbox.

**NOTE:** By default, the call is made using the speakerphone. To switch to using the handset, go off-hook.

3. Enter your password when prompted.
4. Press **1** to access your voice mailbox.
5. Press **3** to record a No Answer greeting.
6. Press **1** to record a new No Answer greeting, and press **#** when you are done speaking.

When finished recording your custom No Answer greeting, press the **End** softkey to disconnect the call.

## Do Not Disturb

The phone does not have a DND button. Follow the steps below to enable DND through the phone's menu or using feature access codes.

### Through the Phone's Menu

1. Press the **MENU** button.
2. Select **Call**.
3. Select **Do Not Disturb**.
4. Press the right navigation button to change Off to **On** for **Line 1**.

**NOTE:** If you are enabling Do Not Disturb for another line besides line 1, scroll down to find the line, and then press the right navigation button.

5. Press the **Save** softkey. Do Not Disturb is activated, and a busy symbol appears in the upper-right corner of the screen.
6. To disable Do Not Disturb, repeat steps 1 through 5, selecting **Off** instead of On for step 4.

### Using Feature Access Codes

1. Go off-hook, or press the **SPEAKER** or **HEADSET** button.
2. Dial **\*78**, and then press the **Dial** softkey. You hear a message saying "Your Do Not Disturb service has been activated successfully", and then the call is disconnected. A busy symbol appears in the upper-right corner of the screen.
3. To turn DND off, dial **\*79**. You will hear a message saying "Your Do Not Disturb service has been deactivated successfully", and then the call is disconnected.

# Factory Reset

## Through the Phone's Menu

1. Press the **MENU** button.
2. Scroll down and select **Admin settings**.

**NOTE:** To select a menu option, press the **SELECT** button.

3. Press the **123** softkey to switch to letters, and then enter **admin** as the password.
4. Press the **Enter** softkey.
5. Select **Reset to default**.
6. Press the **Yes** softkey to confirm you want to factory reset the phone.

## Through the WebUI

### Finding the IP Address

Before you can factory reset the phone through the WebUI, you must know the IP Address of the phone.

1. Press the **MENU** button.
2. Scroll down and select **Status**.

**NOTE:** To select a menu option, press the **SELECT** button.

3. Select **Network**. The IP Address of the phone displays on the screen.
4. Document the IP Address.

## Performing the Factory Reset

Once you have the IP Address, you can access the WebUI from any computer on the same network as the phone. From there, you can perform the factory reset.

1. Navigate to the phone's IP Address using your web browser.
2. Log in with **admin** for the username and **admin** for the password. The System Status screen displays.
3. Click **SERVICING** at the top-left.
4. Click **Provisioning** on the far-left side of the screen.
5. Scroll down, and then click **Reset** at the bottom of the screen.
6. Click **OK** when the pop-up message appears asking if you want to reset the phone to defaults.
7. Click **Save**.