

Call mute

1. Press  to mute the microphone during the call.
2. Press  again to un-mute the conversation.

Putting a call on hold

1. Press Hold soft key, caller is put on hold.
2. To retrieve the call press Resume soft key.

Note: with more than one active call, select desired call with the navigation key and use the corresponding soft key to hold or resume.

Call transfer**Attended transfer:**

1. Press Xfer soft key during the active conversation, the call is put on hold.
2. Dial the second telephone number.
3. When the call is answered, then press Xfer soft key to complete the operation.

Blind transfer:

1. Press Xfer soft key during the active conversation, the call will be on hold.
2. Then enter the 2nd telephone number and press Xfer soft key.

Call forward

1. Press Menu > Features > Call Forward.
2. Select the line, the type of forward, enter the destination number and status, and press OK soft key.

Call conference

1. Once inline with 1st caller, press Conf soft key, 1st caller is put on hold.
2. Then call the 2nd number.
3. After, 2nd call is established, press Conf soft key to setup the conference.

Programmable key

1. You can configure shortcuts for the programmable keys.
2. Press Menu > Basic > Keyboard, select among the configurable items, and select your desired type and value, press OK key.

Do not disturb

1. Press DND soft key, and enable the device do not disturb mode.
2. Or press Menu > Features > DND, and select the Mode and effective time, and press OK key.

Voice mail

1. To access your voice mailbox, press  or Menu > Message > Voice Message, number of messages will be indicated if provided by your server or pbx.
2. Select the line and press Play to call.

Call list

1. Press up navigation key or Menu > CallLog > Local Call Logs.
2. Scroll through the list using navigation key.
3. To dial an entry, press Dial soft key or pick up handset or press  or .

Phonebook**Access Phonebook:**

1. Press  or Contact soft key or Menu > Contact > Local Contacts.
2. Select All Contacts or other group.
3. To dial an entry, press Dial soft key or pick up handset or press  or .

Add new entry:

1. Press Contact soft key, Press All Contacts or other group > Press Add.
2. Enter name and number and press OK soft key.

Wireless handset**Turn on/Off/Connect wireless handset:**

- 1.Power on: Press and hold the dial key for 3s or place the handset in the handset cradle.
- 2.Power off: Press and hold the dial key for 5s.
- 3.Connection: Place the wireless handset in the handset cradle to quickly connect.

Checking wireless handset status:

- 1.With the wireless handset connected, press the Menu > Status.
2. Use the left or right navigation key to select "wireless handset" to view its status.

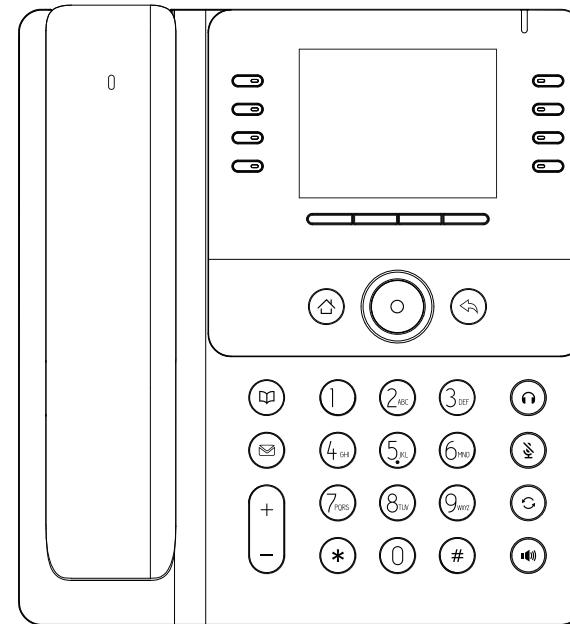
Searching for wireless handset:

1. With the wireless handset connected, press the Menu > Status.
2. Use the left or right navigation key to select "wireless handset".
3. Press the search item, the wireless handset light will flash and emit an alarm sound.
4. Click "OK" to locate the wireless handset; the pop-up and the ringing will stop.

Switch the usage mode of the handset:
By default, the wireless handset is used preferentially. If you need to use a wired handset, please disconnect the wireless connection first.

2. Press Menu > Basic > Wireless Handset and select Disabled to only use a wired handset.

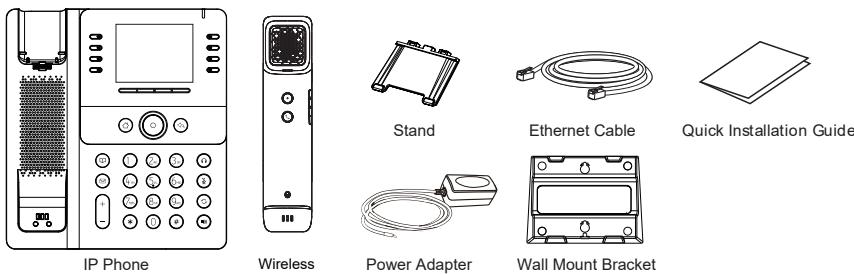
Wireless handsets may be subject to interference from other wireless signals, including but not limited to Wi-Fi networks and nearby Bluetooth devices. Such interference can affect voice quality. To ensure optimal performance, it is recommended to use wireless handsets in an environment with minimal wireless signal interference. If you experience voice quality issues while using the wireless controller, please contact our technical support team for assistance.



J640 Pro

Quick Installation Guide

Packaging list



Screen icon

	In hands-free mode		Call forward activated		VM messages		Internet connected
	In headset mode		Disable do not disturb (Beige)		Voice quality level of call		Internet disconnected
	In handset mode		Do not disturb activated (Red)		Keypad locked		No IP address
	Mute activated		SIP hotspot activated		Forward call(s)		Bluetooth handset connected
	Silent mode		VLAN activated		Missed call(s)		Low battery on bluetooth handset
	Call is on hold		VPN activated		Received call(s)		Bluetooth device paired connection
	Auto-answering activated		SMS		Dialed call(s)		

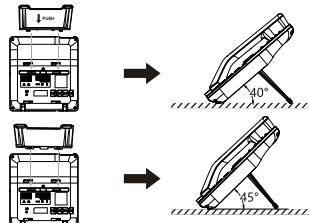
Keys features

	DSS Keys, It can be set as line key/function key/speed dial key, etc.		Home key, go back to Homepage		Headset key, activate/deactivate headset
			Return key, go back to the previous directory		Phonebook key
			Voice message key		Redial key, access to redial the last record
			Hand-free key, activate/deactivate hands free		
Left and right navigation keys Up navigation key, Shortcut to call log Down navigation key, Shortcut to Status OK key		In idle mode or during ringing: increase or decrease ringer volume In communication: increase or decrease handset, headset or hands-free volume			

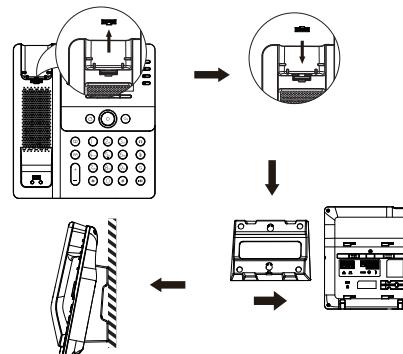
Installation the device

Please follow the instructions in below picture to install the device.

• Desk Mount Method



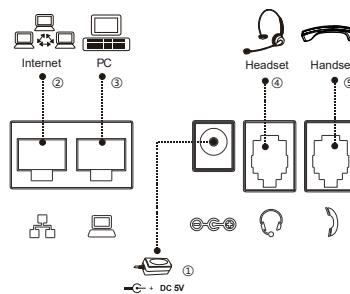
• Wall Mount Method



Connecting to the device

Please connect power adapter, network, PC, handset, and headset to the corresponding ports as described in below picture.

- ① Power port: connect the power adapter.
- ② Network port: connect local area network or Internet.
- ③ PC port: the network port connect to the computer.
- ④ Headset port: connect headset.
- ⑤ Handset port: connect IP Phone handset.



Network connect

Using Ethernet

1. The power on the device and connect the WAN port of the phone to the RJ45 socket of a hub/switch or a router (LAN side of the router) using the Ethernet cable.
2. The default is DHCP mode.

Configuration

Configuration via LCD menu of phone

1. Press Menu > Advanced (default password 123).
2. Select Network: To configure the Network Settings (IPv4/IPv6/IPv4&IPv6, DHCP/Static IP/PPPoE).
3. Select Accounts: To configure enable the account, fill the SIP server address, port, Auth.User, Auth.Password etc.
4. Save the configuration.

Configuration via web

1. Get the IP address from the phone: Press down navigation key, or Menu > Status > ETH IP.
2. Login: Input the IP address in the web browser. The PC and phone should be in the same IP address segment (The default username and password are both 'admin').
3. Configure: Select network/Line etc, and fill the relevant content.
4. Save the configuration.

Language settings

1. Press Menu key > Basic > Language.
2. Select the desired language and press OK soft key.

Making a call

1. **Pre-dialing:** enter the phone number and pick up the handset.
2. **Direct dialing:** lift the handset and enter the phone number.
3. **Handsfree:** enter phone number and press .
4. **Headset:** enter phone number and press .
5. **Designated line:** press line key, enter phone number and press dial key.

Accepting a call

1. **Using the handset:** pick up the handset.
2. **Using the headset:** press .
3. **Using the handsfree:** press .

Redial

1. Press key, redial a call number.

FCC Caution:

Any Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

ISED Warning

This device complies with Innovation, Science, and Economic Development Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions:

- (1) this device may not cause interference, and
- (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d' Innovation, Sciences et Développement économique Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes :

- (1) l'appareil n'édit pas produire de brouillage, et
- (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Radiation Exposure Statement:

This IP Phone and Wireless handset complies with FCC/ISED radiation exposure limits set forth for an uncontrolled environment. The IP Phone should be installed and operated with minimum distance 20cm between the radiator& your body.

Déclaration d'exposition aux radiations:

Ce téléphone IP et combiné sans fil est conforme aux limites d'exposition aux rayonnements FCC/ISED définies pour un environnement non contrôlé. Le téléphone IP doit être installé et utilisé à une distance minimale de 20 cm entre le radiateur et votre corps.

1. This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the bottom of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXX. If requested, this number must be provided to the telephone company.

2. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

3. If this equipment [US: 311PNANV62PRO] causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

4. The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

5. If trouble is experienced with this equipment [US: 311PNANV62PRO], for repair or warranty information, Service can be facilitated through our office at:

U.S. Agent Company name: EMCTEK

Address: 11788 Big Canyon Ln, San Diego CA 92131 USA

Tel: +1 858 401 9073

Fax: N/A

If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

6. Please follow instructions for repairing if any (e.g. battery replacement section); otherwise do not alternate or repair any parts of device except specified. For repair procedures, follow the instructions outlined under the limited warranty.

7. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

8. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this [IP] does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

9. If the telephone company requests information on what equipment is connected to their lines, inform them of:

a) The ringer equivalence number [NAN]

b) The USOC jack required [N/A]

c) Facility Interface Codes ("FIC") [N/A]

d) Service Order Codes ("SOC") [N/A]

e) The FCC Registration Number [US: 311PNANV62PRO]

10. The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXX.

The digits represented by ## are the REN without a decimal point. For this product the FCC Registration number is [US: 311PNANV62PRO] indicates the REN would be NAN.

11. We suggest the customers use a surge arrester to protect the device.

This device meets HAC and CS03 Part V.

This product meets the applicable Innovation, Science and Economic Development Canada technical specifications. / Le présent matériel est conforme aux spécifications techniques applicables d'Innovation, Sciences et Développement économique Canada.