

SIP-T73U

Quick Reference Guide

A fast reference for your Smart City desk phone — everyday calling, transfers, hold, call park, Do Not Disturb and voicemail. The soft keys along the bottom of the screen change to match what you're doing, so glance there first.



Your Phone at a Glance

Power LED — shows call, message & system status.

Line keys — your phone lines and features.

Message key — go straight to voicemail.

Keypad — numbers, letters & symbols.

Hold / Transfer / Redial — quick call controls.

Volume (- / +) — handset, headset & speaker.

Phone screen — calls, messages, soft keys, time.

Soft keys — match the labels shown above them.

Headset / Mute keys — toggle headset or mic.

Navigation + OK — scroll menus and confirm.

Speakerphone key — hands-free on/off.

Speaker — ringer & speakerphone audio.

Everyday Calling

Place a call

Dial the number, then pick up the handset — or press the **Speakerphone** or **Headset** key.

Answer a call

Lift the handset, press **Speakerphone** or **Headset**, or press the **Answer** soft key.

Answer while on a call

Press **Answer** — your first call is held. To go back, scroll to it and press **Resume**.

Hold & resume

Press the **Hold** button or soft key. Press **Hold** again or **Resume** to return; with several calls, scroll to one first.

Mute

Press the **Mute** button during a call to silence your mic; press it again to un-mute.

Redial

Press the **Redial** key to reach recently dialed numbers.

Call Transfer

Attended (announced) transfer

Press **Transfer**, dial the number (or pick a contact) and press **Send**. When they answer and you've announced the call, press **Complete Transfer**.

Blind (unannounced) transfer

Press **Transfer**, then **Blind Transfer**. Dial the number (or pick a contact) and press **Send** — the call transfers right away.

Do Not Disturb & Call Park

Do Not Disturb (DND)

From the main screen, press the **DND** soft key to send incoming calls straight to voicemail. A DND icon appears by your line. Repeat to turn it off.

Enhanced call park

On a call, press a **line key**, then the **Park** soft key to park it on that line. Retrieve it from any phone by pressing that line key. If it isn't picked up in time, it rings back — press **Answer**.

Voicemail

First-time setup

Press the **Voicemail** key (or dial your extension) and press **Dial**. Enter the default passcode + #, then set a new passcode + # and confirm. Record your first and last name + #, then press **1** for the main menu to record greetings and hear messages.

Check your messages

A red message light means a new voicemail. Press the **Voicemail** key (or dial your extension) and press **Dial**. Enter your passcode + #, then follow the audio prompts.

Need a hand? Your Smart City Telecom team is here to help — reliable solutions and brilliant service, any time. Visit smartcitytelecom.com or reach out to your account team. If you're locked out of voicemail, contact your administrator to reset your passcode.

Tip: the soft keys along the bottom of the screen change to match what you're doing — check there first when you're not sure what to press.