

SIP-T74U

Quick Start Guide

Everything you need to start using your Smart City desk phone — placing and answering calls, transfers, conferencing, voicemail and more. Soft keys along the bottom of the screen change to match what you're doing, so glance there first.



Everyday Calling

Place a call

Handset: pick up, enter the number, press **Call**.

Speaker: press the Speakerphone key, dial, press **Call**.

Headset: tap the Headset key, dial, press **Call**.

Answer a call

Pick up the handset, press **Speakerphone**, or tap the **Headset** key. To decline, press the **Reject** soft key.

End a call

Hang up the handset, or press the **End Call** soft key (also ends speaker/headset calls).

Redial

Press **Redial** to open recent calls, pick one with the navigation keys, then press **Call**.

Press **Redial** twice while idle to call the last number.

Mute

Tap the **Mute** key to silence your mic during a call; tap it again to un-mute.

Hold & resume

Press **Hold** during a call. Press **Resume** to return; with more than one call, pick it first with the navigation keys.

Transfer & Forward

Blind transfer

Press **Transfer** (call is held), enter the number, then press **B Transfer**.

Attended transfer

Press **Transfer**, dial the number and press **Call**, then press **Transfer** once they answer.

Semi-attended transfer

Press **Transfer**, dial the number and press **Call**, then press **Transfer** when you hear ring-back.

Call forward

Go to **Menu > Features > Call Forward**, choose **Always**, **Busy**, or **No Answer**, enter the forward-to number (set the ring time for No Answer), then **Save**.

Conference & Speed Dial

Conference call

On a call, press **Conf** (call is held), dial the second party and press **Call**, then press **Conf** again when they answer to join everyone. Press **End Call** to disconnect all; press **Split** to break it into two separate calls.

Speed dial

Set: Menu > Features > Dsskey, pick a DSS key > Enter, set Type = **SpeedDial**, choose the Account ID, add a Label and the number in Value, then **Save**.

Use: press the speed dial key to dial the saved number.

Voicemail

New-message alert

The message icon shows on the idle screen and the power light slowly flashes red when voicemail is waiting.

Listen to messages

Tap the **Message** key (or the **Connect** soft key) and follow the voice prompts.

Contacts & History

Call history

Press **History**, scroll with the navigation keys, then **Call** or **Delete** an entry.

Press **Option** for Detail, Add to Contacts, Add to Blocklist, or Delete All.

Contact directory

Add: Directory > All Contacts > **Add**, enter a name and number(s), then **Save**.

Edit / Delete: pick a contact, press **Option**, choose Detail or Delete.

Personalize

Volume

Press the (- / +) key during a call to set the handset/speaker/headset level, or while idle or ringing to set the ringer.

Ring tones

Go to **Menu > Basic > Sound > Ring Tones**, choose Common or an account, pick a tone, then **Save**.

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.

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