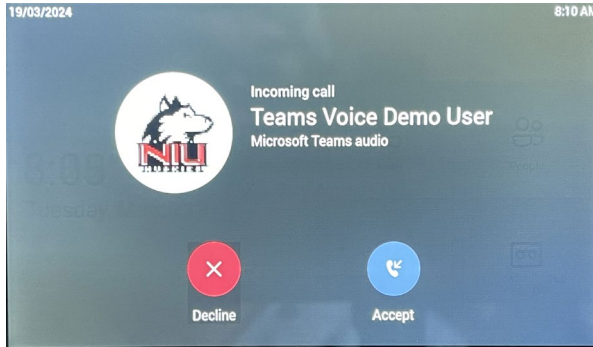




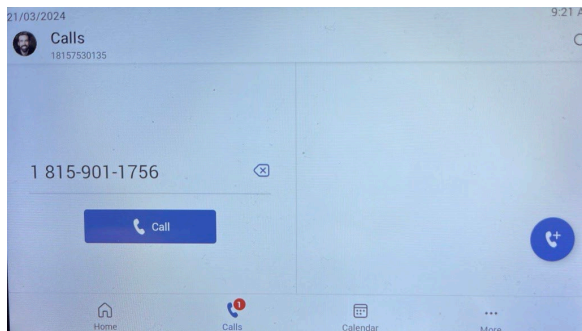
- 1. Home screen (Touch)
- 2. Profile/Settings
- 3. Voicemail
- 4. Contacts
- 5. Home key
- 6. Transfer key
- 7. Hold key
- 8. Speakerphone/Answer
- 9. Headset key
- 10. Mute key
- 11. Volume

Answering a call



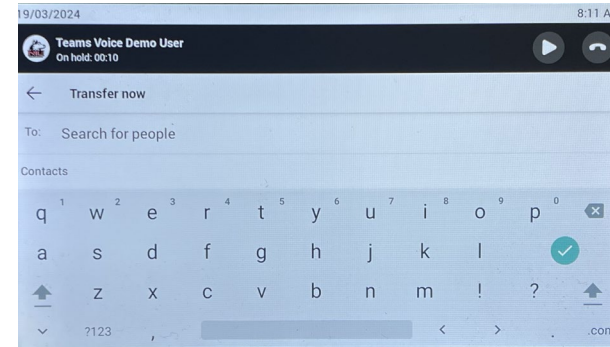
- Pickup handset, or
- Press Accept, or
- Press the Speakerphone key.

Making a call

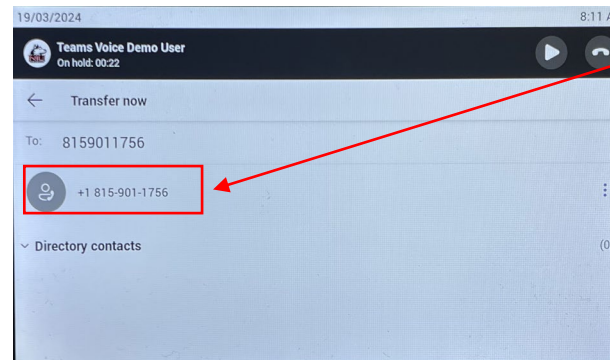


- Pickup handset or press speakerphone.
- Dial number.
- Wait a second or press Call button.

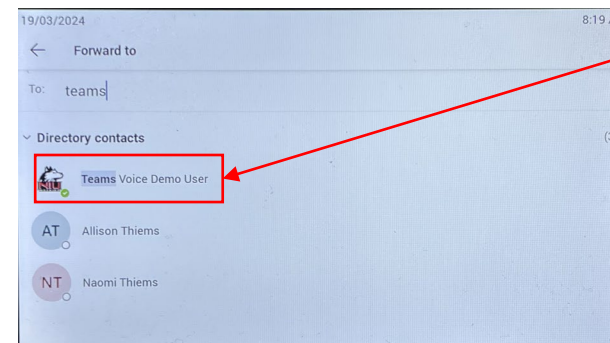
Transferring a call



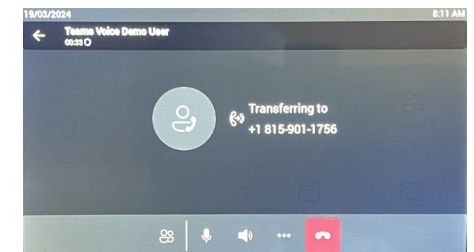
- Press Transfer key.
- Enter number, or
- Type in name of employee.
- 753/752 does not need area code.



- Select the number

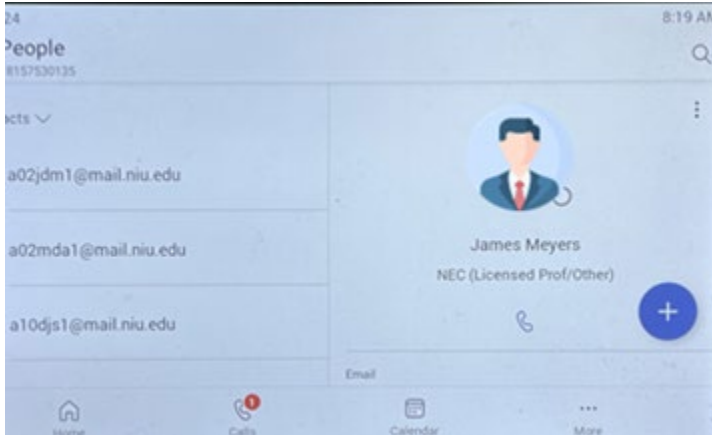


- Or select the person.

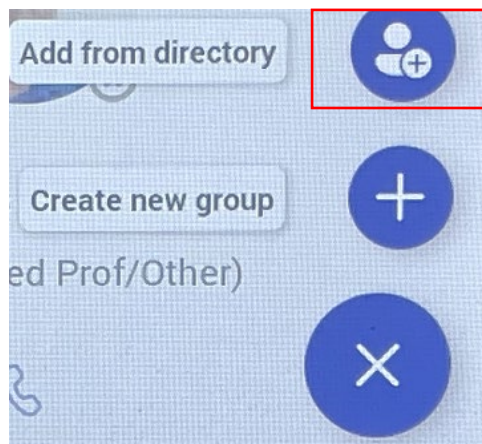


Call transferring

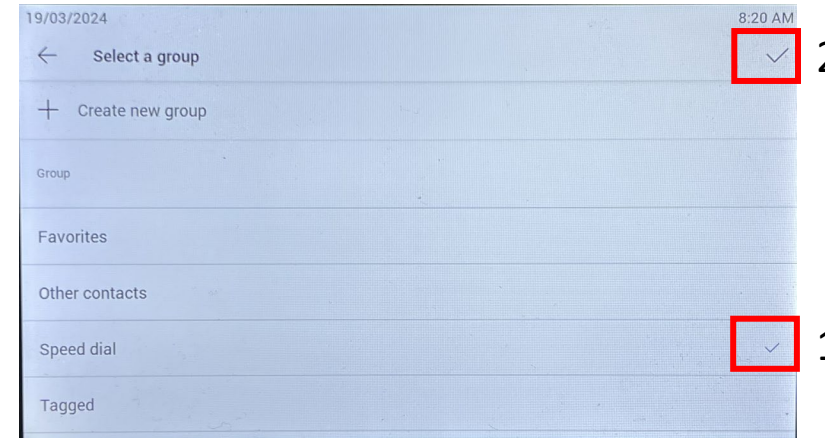
Adding contacts/speed dial



1. Press Contacts key.
2. Select "+" button

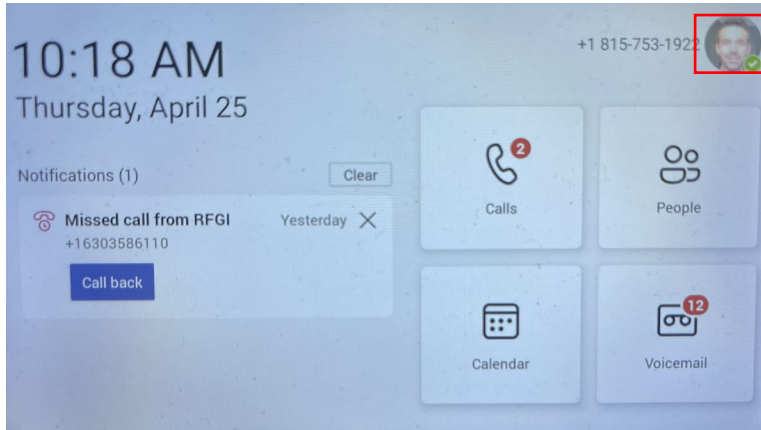


1. Select "Add from directory"
2. Select "+" button
3. Type name and select

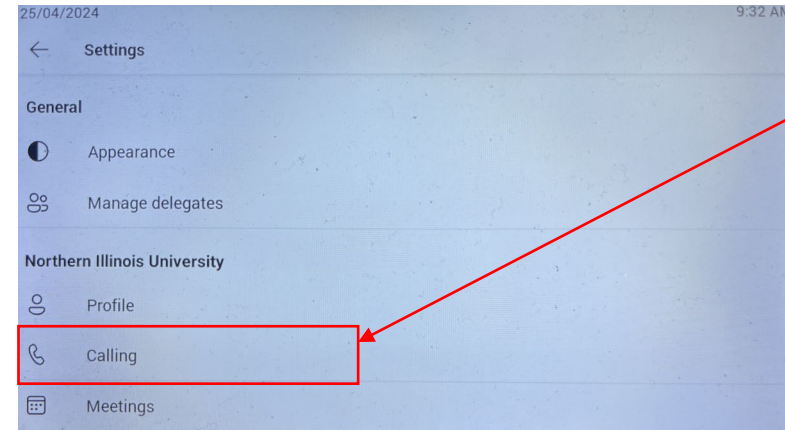


1. Select the check next to "Speed dial".
2. Select the check next to "Select a group".

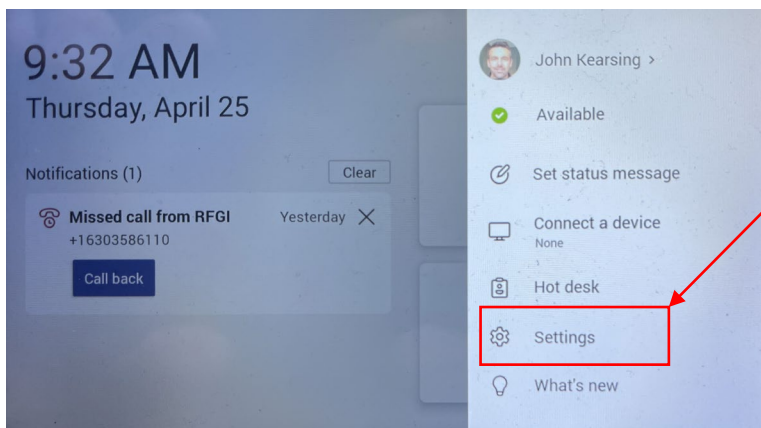
Setting Voicemail Greeting



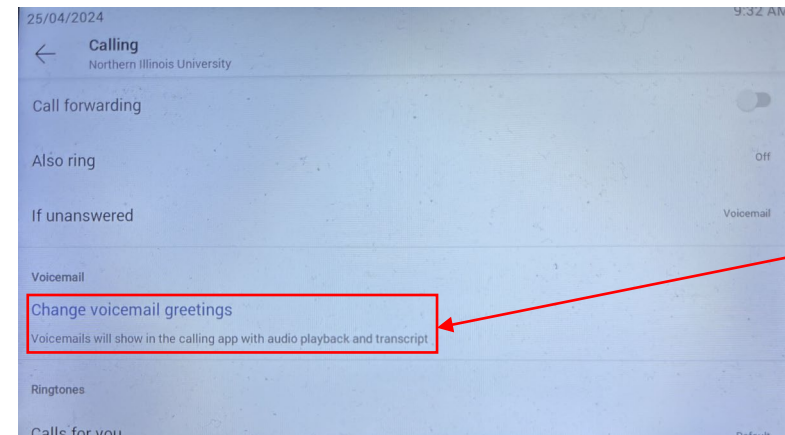
1. Select the profile picture in the upper right-hand corner of the main phone screen.



3. Select "Calling".



2. Select "Settings".

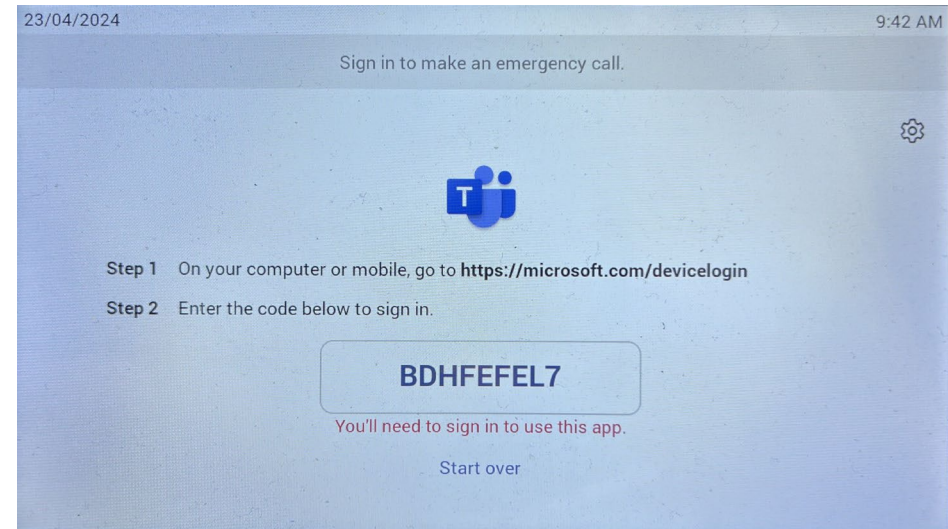


4. Select "Change voicemail greetings" and follow the prompts

Logging in to IP Phone

- IP Phones are logged in with a “Common Area Phone” (i.e. CAP) account.
- On rare occasions (such as a power outage), you might be asked to login again.
- Additionally, the CAP accounts do have passwords that expire after 1 year and will need to be reset.

- Login screen



Logging in to IP Phone

- Visit <https://microsoft.com/devicelogin> preferably from your mobile or a private browser tab as to not interfere with your personal login.
- Enter the code
- Login with the CAP account and PW that was given to you after installation.
- FYI, you can also login to the IP Phones with your Teams login if you choose.

- Select Continue
- The phone will begin logging in.

