



VCX Telephone Guide

Telephones

- 3102 Business Telephone
- 2102 Business Telephone
- 3101 Basic Telephone
- 2101 Basic Telephone

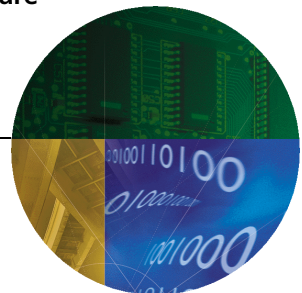
Attendant Consoles

- 3105 Attendant Console
- VCX Complement Attendant Software

VCX™ IP Telephony Module System Release 6.0

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3Com Corporation
350 Campus Drive
Marlborough, MA
01752-3064

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ABOUT THIS GUIDE

This guide describes how to set up and use 3Com® VCX™ telephones and consoles.

This guide is for users of the following VCX hardware and software:

- VCX 2101 Basic Telephone
- VCX 2102 Business Telephone
- VCX 3101 Basic Telephone
- VCX 3102 Business Telephone
- VCX3105 Attendant Console and PC-based SoftConsole



If release notes are shipped with your product and the information there differs from the information in this guide, follow the instructions in the release notes.



CAUTION: *The 3Com telephone system operates over the Ethernet local area network (LAN), not through a traditional telephone connection. Your telephone is connected to the 3Com system through an RJ45 Ethernet connector instead of through an RJ11 telephone connection. Your telephone will not work unless it is connected correctly.*

For information about installing your telephone, see the packing sheet that came in the box with your telephone. The model number is on the underside of the telephone. Contact your administrator if you have questions about your telephone connection.

For information about the voice mail system and features, see the *IP Messaging Module User Guide - 3Com Native Interface* or the *IP Messaging Module User Guide - 3Com Native Interface*, depending on the Telephone User Interface (TUI) enabled for your phone.

Conventions

Table 1 and Table 2 list conventions that are used throughout this guide.

Table 1 Icons




Icon	Type	Description
	Information note	Information about important features or instructions.
	Caution	Alerts you to potential loss of data or potential damage to an application, system, device, or network.
	Warning	Alerts you to potential personal injury.

Table 2 Text Conventions

Convention	Description
Screen displays	This typeface represents information as it appears on the screen
Commands	The word “command” means that you must enter the command exactly as shown and then press Return or Enter. Commands appear in bold. Example: To remove the IP address, enter the following command: SETDefault !0 -IP NETaddr = 0.0.0.0
Words in <i>italics</i>	Italics are used to: <ul style="list-style-type: none"> ■ Emphasize a point. ■ Denote a new term at the place where it is defined in the text.

Figures This guide provides figures and screen captures that contain sample data. This data may vary from the data on an installed system.

Related Documentation

These 3Com documents contain additional information about the products in this release that are a part of or support the 3Com Convergence Application Suite.

The following documents are a part of the VCX IP Telephony Module:

- *VCX Installation and Maintenance Guide*
- *VCX Administration Guide*
- *VCX Business Telephone Quick Reference Guide*
- *VCX Basic Telephone Quick Reference Guide*
- *VCX Telephone Guide*
- *VCX Security Guide*

The following documents are a part of the IP Messaging Module:

- *IP Messaging Module Product Overview*
- *IP Messaging - 3Com Native Interface AT - A - GLANCE*
- *IP Messaging Module User Guide - 3Com Native Interface*
- *IP Messaging - Traditional Interface AT - A - GLANCE*
- *IP Messaging Module User Guide - Traditional Interface*
- *IP Messaging Module Operations and System Administration Guide*
- *3Com E-Mail Reader Application ReadMe*
- *IP Messaging Module Intelligent Mirroring Guide*

The following documents are a part of the IP Conferencing Module:

- *IP Conferencing Module Installation Guide*
- *IP Conferencing Module User Guide*
- *IP Conferencing Module Administration Guide*
- *Convergence Center Client User and Administration Guide*

The following documents provide information on products that support this release:

- *Enterprise Management Suite User Guide*
- *VCX V7111 Fast Track Installation Guide, Version 4.4*
- *VCX V7111 VoIP SIP Gateways User Manual, Version 4.4*

- *VCX V7122 SIP VoIP Gateway Installation Guide, Version 4.4*
- *VCX V7122 VoIP SIP Gateways User Manual, Version 4.4*
- *VCX V6000 Branch Office Gateway Fast Track Installation Guide, Version 4.4*
- *VCX V6000 Branch Office Gateway User Manual, Version 4.4*

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Example:

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System Release 6.0***

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Page 25



Please address all questions regarding the 3Com software to your authorized 3Com representative.

1

GETTING STARTED

This chapter provides a general description of your VCX telephone and describes the steps you must complete to use your phone.

This chapter includes the following topics:

- [VCX Telephone Overview](#)
- [Initial Voice Mailbox Setup](#)
- [Configuration Options](#)
- [Additional Information Sources](#)

VCX Telephone Overview

Your VCX telephone must be configured to work in an IP network. This means your phone must be assigned an IP address so it can communicate with other VCX phones and devices. Typically, your administrator assigns IP values, including an IP address, as part of the installation process.

During the installation process, your administrator creates an account for you. This account includes a telephone number and a voice mailbox. Your administrator also assigns a password that associates your telephone number and a voice mailbox with your account.

This chapter assumes that your administrator has either logged you in to your telephone or has given you login instructions.

- If you are logged in, the Display Panel on your phone show the current date and time, and your extension.
- If you are not logged in, see [Logging In to Your Telephone](#).



This guide describes the features available with your telephone, such as telephone button functions, making and forwarding calls, and speed dialing. In addition, your account includes a voice mailbox. Voicemail features are provided by 3Com IP Messaging software. These features, such as listening to or sending messages, are described in the IP Messaging guide associated with your messaging system. See [Additional Information Sources](#).

The settings on your telephone, including your extension, personal settings, and system settings, remain the same even when you move your telephone from one Ethernet jack to another, as long as both Ethernet connections are part of the same network.

One of the benefits of a telephone configured with an IP address is portability. Depending on how your administrator has configured the VCX system, you may allowed to configure another VCX phone in the system to duplicate your primary phone simply by logging in to the other phone using your password (see [Transferring Your Phone Settings to Another Phone](#)).



Your VCX telephone can provide many features. Some of these features are optional. Your administrator determines which features are available for your telephone.

Initial Voice Mailbox Setup

When a caller dials your telephone number and you are unable to answer the call, the caller hears recording and is prompted to leave a message. Before you can listen to messages in your voice mailbox, you must record your name, a personal greeting, and change the default password you use to access your mailbox.

Your administrator will provide you with the default password for initial mailbox access. Typically, the default password is the last 4 digits of your phone number. The first time you access your voice mailbox, the system prompts you to change your password, record your name, and record a personal greeting.

Note that the password you use to access your voice mailbox is the same password you use to log in to your telephone. When you change the default voicemail password in the following procedure, you automatically change the telephone login password.

To initialize your mailbox:

- 1 Lift the handset.
- 2 Press the message button on your phone (see the chapter in this guide that describes the buttons and controls for your particular phone model).
- 3 At the password prompt, use the keypad to enter your default password.
The voice prompt system describes the initialization process and introduces the Setup Assistant function.
- 4 Follow the voice prompts to:
 - a Enter a new password (ask your administrator for password length requirements; use digits only, * and # are invalid characters).
 - b Record a name announcement.
 - c Record a personal greeting.
- 5 Hang up.

Configuration Options

Simple VCX telephone operations (for example, making a call, transferring a call, and putting a call on hold) require no configuration. These operations are described in [Chapter 7](#).

Many VCX features, however, do require configuration (for example, call forwarding and speed dialing). In general, you can configure these features using one of the following methods:

- The Telephone User Interface (TUI) is a phone-based interface that allows you to manage your user account and VCX telephone by entering commands using the telephone keypad. Configuration options and prompts are displayed on the telephone Display Panel. See [Chapter 9](#) for more information on using the TUI. Many options configured through the TUI require entering a feature code. Feature codes are described in [Chapter 8](#).
- The VCX User Interface is a web browser-based application that allows you to manage your user account and VCX telephone. Most of the options available through this interface are also available through the TUI. See [Chapter 10](#) for more information on using the VCX 7000 User Interface.

Additional Information Sources

You may also want to refer to the following documents in the VCX documentation set for additional information:

- *VCX Business Telephone Quick Reference Guide* — Provides a single-sheet reference that describes commonly used Model 2102 and Model 3102 telephone features.
- *VCX Basic Telephone Quick Reference Guide* — Provides a single-sheet reference that describes commonly used Model 2101 and Model 3101 telephone features.
- *IP Messaging Module User Guide - 3Com Native Interface* or the *IP Messaging Module User Guide - 3Com Native Interface* — Provides information about the voicemail system and features available on your phone. The Guide you should reference depends on the Telephone User Interface (TUI) enabled on your phone. Ask your administrator for details.

2

VCX BASIC TELEPHONE — MODEL 2101

This chapter describes the physical layout of the 3Com® VCX™ Model 2101 Basic Telephone and includes the following topic:

- [Buttons and Controls](#)

For information about the 3101 and 3101SP Basic Telephones, see [Chapter 4](#).

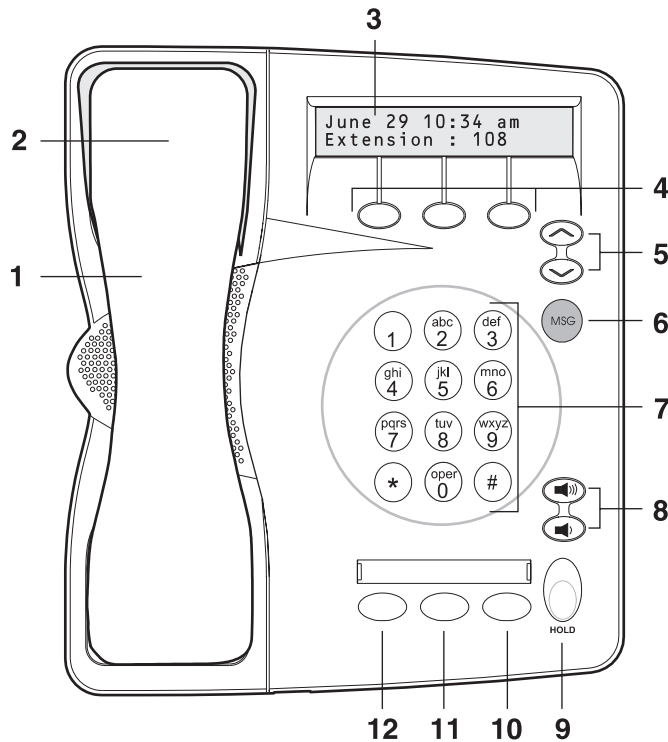
For information about the 3105 Attendant Console, see [Chapter 6](#).

To verify the model number of your telephone, refer to the label under the phone.

Buttons and Controls

[Figure 1](#) shows the buttons and controls on the VCX Model 2101 Basic Telephone.

Figure 1 VCX 2101 Basic Telephone



The 2101 Basic Telephone includes the following features:

- 1 Handset**
- 2 Hook switch (under the handset)** — Pressing and releasing the hook switch gives you a dial tone.
- 3 Display Panel** — Displays telephone status messages, Caller ID information (if enabled), and the number of new messages (voice, e-mail, and fax) that you have in your mailbox (see [Using the Telephone Display Panel](#) for more information on how message status determines the message list).

You can also use the Display Panel to view or enable features available through the Main menu. You can access the Main menu by pressing

Feature + 410 (410 is a feature code; see [Chapter 8](#) for information on using feature codes). The following features are available:

- **User Directory** — Displays a directory of the people in your organization. See [Viewing the User Directory](#).
- **Call History** — Displays logs of your recent missed, answered, and dialed calls. See [Viewing the Call History](#).
- **Speed Dial** — Speed dial numbers must be configured through the VCX User Interface, which is accessed through the web (see [Chapter 10](#)). The VCX Model 2101 Basic Telephone has no buttons that can be mapped for speed dialing.
- **Call Features** — Displays the following list of telephone features (note that some features may not be enabled by your administrator):
 - **Silent Monitor** — When enabled by your administrator, allows you to monitor another user's phone calls. See [Silent Monitor and Barge In](#).
 - **FWD Universal** — Allows you redirect incoming calls to another destination unconditionally. See [Call Forwarding](#).
 - **FWD Busy** — Allows you redirect incoming calls to another destination when your phone is busy. See [Call Forwarding](#).
 - **FWD Ring No Answer** — Allows you redirect incoming calls to another destination when your phone rings but is not answered. See [Call Forwarding](#).
 - **Remote Forward Universal** — Allows you to configure the forwarding options of another phone from your phone. See [Remote Call Forward](#).
 - **Call Park** — Allows you to place a call in a holding pattern and make the call available for other phones. See [Call Park](#).
 - **Direct Pickup** — Allows you to answer a call ringing on another phone. See [Directed Call Pickup](#).
 - **Hunt Group** — When enabled by your administrator, allows you to log in to, and out of, a Hunt Group. See [Hunt Groups](#).
 - **Transfer to VMail** — Allows you to transfer a call to another user's voice mailbox. See [Transferring a Call to Another User's Voice Mail](#).
- **Advanced Settings** — Configures network parameters.



CAUTION: *This option is for administrator use only. Unauthorized modification of these parameters will disconnect your phone.*

- 4 Soft buttons** — Use the soft buttons to navigate through Display Panel options. A button's function depends on the option selected. The buttons are, left to right:
 - **Slct** (Select) — Use this button to select a displayed item. For example, you can use this button to automatically dial a previously placed or received call or a missed call.
 - **Back** — Use this button to move the cursor backwards one space and delete the current space). You can also use this button to sort displayed items.
 - **Exit** — Use this button to exit the currently displayed option.
- 5 Scroll buttons** — Allow you to scroll through the items in the telephone Display Panel.
- 6 MSG (Message) button** — Accesses your messages (voice, e-mail, or fax) through the VCX Messaging system. See the *IP Messaging Module User Guide*.
- 7 Telephone key pad**
- 8 Volume control buttons** — Raise or lower the volume of the ringer, the speaker, or the handset. See [Controlling the Volume](#).
- 9 Hold button** — Places a caller on hold. See [Putting a Call on Hold](#).
- 10 Transfer button** — Enables you to send a currently active call to another telephone. See [Transferring a Call](#).
- 11 Call Toggle button** — Enables you to manage two telephone calls at the same time. See [Answering a Second Call](#).
- 12 Feature button** — Enables you to access features that are not assigned to an Access button. For example, you can enable and disable Do Not Disturb. To enable a feature, press the **Feature** button and then press the code on the telephone keypad. For more information on feature codes, see [Chapter 8](#).

The telephone LabelMaker, available through the 3Com web site, enables you to print labels for the feature buttons. See [Printing Labels](#).

3

VCX BUSINESS TELEPHONE — MODEL 2102

This chapter describes the buttons and controls on the 3Com® VCX™ Model 2102 Business Telephone.

This chapter includes the following topics:

- [Buttons and Controls](#)
- [Access Buttons](#)
- [Line Status Lights](#)

For information about the Model 3102 Business Telephone, see [Chapter 5](#).

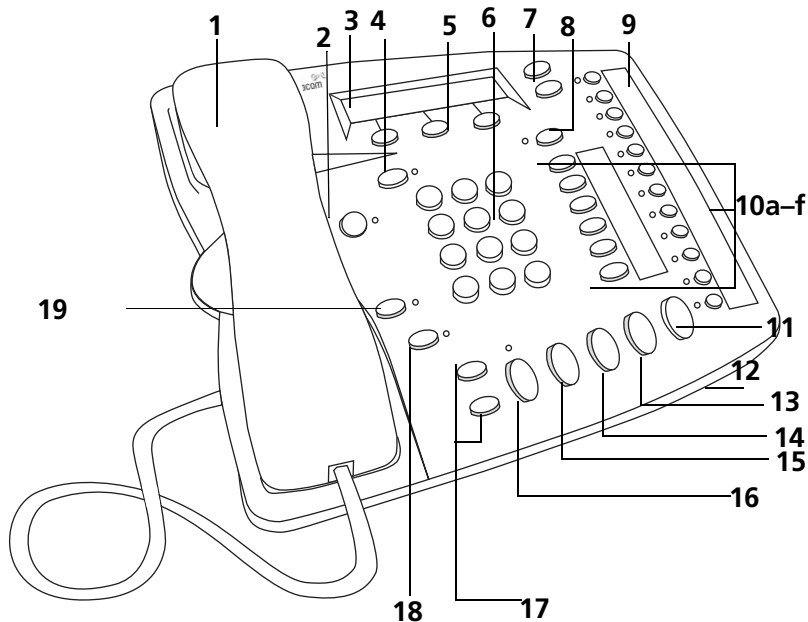
For information about the 3105 Attendant Console, see [Chapter 6](#).

To verify the model number of your telephone, refer to the label under the phone.

Buttons and Controls

[Figure 2](#) shows the buttons and controls on the Model 2102 Business Telephone.

Figure 2 3Com 2102 Business Telephone



The Model 2102 Business Telephone includes the following features:

- 1 Handset**
- 2 MSG (Message) button and Message Waiting Light** — Press **MSG** to access your messages through the voice mail system; see the *IP Messaging Module User Guide*. The light next to the **MSG** button stays red as long as there is at least one unreviewed message (voice, e-mail, or fax) in your mailbox.
- 3 Display Panel** — Displays telephone status messages, Caller ID information (if enabled), and the number of new messages (voice, e-mail, and fax) that you have in your mailbox (see [Using the Telephone Display Panel](#) for more information on how message status determines the message list).

You can also use the Display Panel to view or enable features available through the Main menu. You can access the Main menu by pressing the

Program button (see number 8 below). The following features are available:

- **User Directory** — Displays a directory of the people in your organization. See [Viewing the User Directory](#).
- **Call History** — Displays logs of your recent missed, answered, and dialed calls. See [Viewing the Call History](#).
- **Speed Dial** — Displays configured speed dial numbers. See [Speed Dialing](#).
- **Call Features** — Displays the following list of telephone features (note that some features may not be enabled by your administrator):
 - **Silent Monitor** — When enabled by your administrator, allows you to monitor another user's phone calls. See [Silent Monitor and Barge In](#).
 - **FWD Universal** — Allows you redirect incoming calls to another destination unconditionally. See [Call Forwarding](#).
 - **FWD Busy** — Allows you redirect incoming calls to another destination when your phone is busy. See [Call Forwarding](#).
 - **FWD Ring No Answer** — Allows you redirect incoming calls to another destination when your phone rings but is not answered. See [Call Forwarding](#).
 - **Remote Forward Universal** — Allows you to configure the forwarding options of another phone from your phone. See [Remote Call Forward](#).
 - **Call Park** — Allows you to place a call in a holding pattern and make the call available for other phones. See [Call Park](#).
 - **Direct Pickup** — Allows you to answer a call ringing on another phone. See [Directed Call Pickup](#).
 - **Hunt Group** — When enabled by your administrator, allows you to log in to, and out of, a Hunt Group. See [Hunt Groups](#).
 - **Transfer to VMail** — Allows you to transfer a call to another user's voice mailbox. See [Transferring a Call to Another User's Voice Mail](#).
- **Advanced Settings** — Configures network parameters.



CAUTION: This option is for administrator use only. Unauthorized modification of these parameters will disconnect your phone.

- 4 **FWD MAIL button** — Directs all incoming calls to your call coverage point (by default, voice mail). See [Configuring a Call Coverage Point](#).
- 5 **Soft buttons** — Use the soft buttons to navigate through Display Panel options. A button's function depends on the option selected. The buttons are, left to right:
 - **Slct** (Select) — Use this button to select a displayed item. For example, you can use this button to automatically dial a previously placed or received call or a missed call.
 - **Back** — Use this button to move the cursor backwards one space and delete the current space). You can also use this button to sort displayed items.
 - **Exit** — Use this button to exit the currently displayed option.
- 6 **Telephone key pad**
- 7 **Scroll buttons** — Use these buttons to scroll through items shown on the Display Panel.
- 8 **Program button** — Use this button to access and view the Display Panel Main menu.
- 9 **Access buttons *with* indicator lights** — See [Programmable Access Buttons](#) and [Line Status Lights](#).
- 10 **Access buttons *without* indicator lights** — See [Programmable Access Buttons](#).

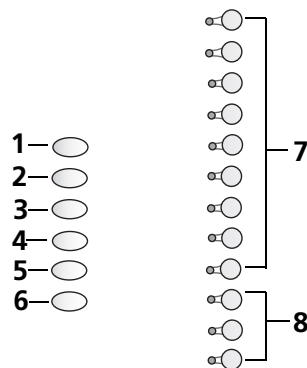
For both sets of buttons, the telephone LabelMaker, available through the 3Com web site, enables you to define and print a new label for your Access buttons. See [Printing Labels](#).
- 11 **Hold button** — Places a caller on hold. See [Putting a Call on Hold](#).
- 12 **Microphone** (located on the underside of the telephone) — Activated when the telephone is in speaker phone mode; that is, after you press the **Speaker** button or the **Hands Free** button. For best results, keep the area around the microphone free of obstructions.
- 13 **Transfer button** — Sends the currently active call to another telephone. See [Transferring a Call](#).
- 14 **Conference button** — Enables you to set up a conference call (3-way calling). See [Setting up a Conference Call](#).
- 15 **Redial button** — Redials the last telephone number or extension that you called. See [Making a Call to a Remote Office](#).

- 16 **Speaker button** — Enables you to use the speaker phone feature. Press the **Speaker** button before you dial a call, when your telephone is ringing, or while a call is in progress. To turn the speaker off and resume the conversation, pick up the handset.
- 17 **Volume control buttons** — Enables you to adjust the volume of the ringer, the speaker, or the handset. See [Controlling the Volume](#).
- 18 **Mute button** — Use this button to prevent callers from hearing you, while you can still hear your callers. See [Muting Calls](#).
- 19 **Hands Free button** — Allows you to answer *internal* (intercom) calls without picking up the handset. An external call (a call from outside your VCX system) rings to your telephone as usual. See [Using the Hands Free Feature](#). The light next to the **Hands Free** button remains red as long as this option is enabled.

Access Buttons

[Figure 3](#) shows the 18 Access buttons.

Figure 3 Access Buttons



Access buttons have the following settings:

- 1 **OK** — Press the **OK** button to send a call.
- 2 **Release** — Press the **Release** button to disconnect a call.
- 3 **Call Park** — Enables you to place a call in a holding pattern so that it can be retrieved from another telephone in the system. See [Call Park](#).
- 4 **Call History** — Enables you to view the last 10 missed, answered, or dialed calls on the Display Panel. See [Using the Telephone Display Panel](#).

- 5 **Feature** — Enables you to access features that are not directly assigned to an Access button on your telephone. For more information on feature codes, see [Chapter 8](#).
- 6 **Directory** — Lists, in the Display Panel, all the users in your organization and their extensions. You can use the Soft Buttons to sort the list and select an entry. Selecting an entry automatically dials the extension. See [Viewing the User Directory](#).
- 7 In this release:
 - The first button, starting from the top, is for the Do Not Disturb feature. See [Activating Do Not Disturb](#).
 - The second button is for the Call Forward All feature. See [Call Forwarding](#).
 - The next 5 button (buttons 3 through 7) are set to the first five speed dial codes that you assign using the VCX User Interface through your web browser or the telephone keypad. See [Speed Dialing](#).
 - The next 2 buttons (buttons 8 and 9) are for the Bridging Extensions feature. See [Bridging Extensions](#).
- 8 These three Access buttons (System Appearance buttons; SA1, SA2, and SA3) are lines for incoming and outgoing calls.

Line Status Lights

The light for each Access button for each line (system appearance) indicates the status of the button. [Table 3](#) lists the light pattern associated with the status of each line.

Table 3 Status Indicator Lights

Light	Status
Off	The line is available for use.
Steady	The line is in use.
Fast blink	The line is ringing.
Slow blink	The line is on hold.

When you are on a call, you can answer another call while the line status light is flashing. Put the first call on hold and then press the **Access** button for the new incoming call.

4

VCX BASIC TELEPHONES — MODELS 3101 AND 3101SP

This chapter describes the buttons, controls, and features on the 3Com® VCX™ Model 3101 and Model 3101SP Basic Telephones.

The chapter includes the following topics:

- [Buttons and Controls](#)
- [Access Buttons](#)
- [Status Lights for System Appearance Buttons](#)

For information about the 2101 Basic Telephone, see [Chapter 2](#).

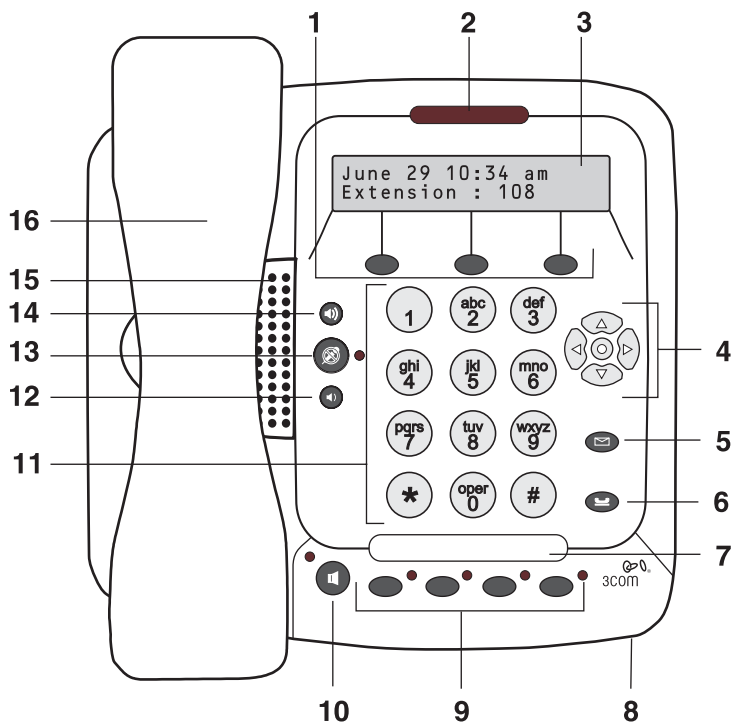
For information about the 3105 Attendant Console, see [Chapter 6](#).

To verify the model number of your telephone, refer to the label under the phone.

Buttons and Controls

Figure 4 shows the buttons and controls on the VCX Model 3101SP Basic Telephone. The VCX Model 3101 Basic Telephone does not include a microphone, **8**, or a speaker button and its indicator light, **10**. All other controls are identical on the two telephones.

Figure 4 VCX Model 3101SP Basic Telephone



- 1 Soft buttons** — Use the soft buttons to navigate through Display Panel options. A button’s function depends on the option selected. The buttons are, left to right:
- **Slct** (Select) — Use this button to select a displayed item. For example, you can use this button to automatically dial a previously placed or received call or a missed call.
 - **Back** — Use this button to move the cursor backwards one space and delete the current space). You can also use this button to sort displayed items.
 - **Exit** — Use this button to exit the currently displayed option.

- 2 Message Waiting Indicator (MWI)** — When lit, indicates that you have at least one unreviewed message (voice, e-mail, or fax) in your mailbox. Also, this indicator flashes when your telephone rings.
- 3 Display Panel** — Displays telephone status messages, Caller ID information (if enabled), and the number of new messages (voice, e-mail, and fax) that you have in your mailbox (see [Using the Telephone Display Panel](#) for more information on how message status determines the message list).



You can also use the Display Panel to view or enable features available through the Main menu. You can access the Main menu by pressing the center scroll (**Program**) button (see number 4 below). The following features are available:

- **User Directory** — Displays a directory of the people in your organization. See [Viewing the User Directory](#).
- **Call History** — Displays logs of your recent missed, answered, and dialed calls. See [Viewing the Call History](#).
- **Speed Dial** — Speed dial numbers must be configured through the VCX User Interface, which is accessed through the web (see [Chapter 10](#)). The VCX Model 3101 and 3101SP Basic Telephones have no buttons that can be mapped for speed dialing.
- **Call Features** — Displays the following list of telephone features (note that some features may not be enabled by your administrator):
 - **Silent Monitor** — When enabled by your administrator, allows you to monitor another user's phone calls. See [Silent Monitor and Barge In](#).
 - **FWD Universal** — Allows you redirect incoming calls to another destination unconditionally. See [Call Forwarding](#).
 - **FWD Busy** — Allows you redirect incoming calls to another destination when your phone is busy. See [Call Forwarding](#).
 - **FWD Ring No Answer** — Allows you redirect incoming calls to another destination when your phone rings but is not answered. See [Call Forwarding](#).
 - **Remote Forward Universal** — Allows you to configure the forwarding options of another phone from your phone. See [Remote Call Forward](#).
 - **Call Park** — Allows you to place a call in a holding pattern and make the call available for other phones. See [Call Park](#).


- **Direct Pickup** — Allows you to answer a call ringing on another phone. See [Directed Call Pickup](#).
- **Hunt Group** — When enabled by your administrator, allows you to log in to, and out of, a Hunt Group. See [Hunt Groups](#).
- **Transfer to VMail** — Allows you to transfer a call to another user's voice mailbox. See [Transferring a Call to Another User's Voice Mail](#).
- **Advanced Settings** — Configures network parameters.



CAUTION: *This option is for administrator use only. Unauthorized modification of these parameters will disconnect your phone.*



- 4 **Scroll buttons (Up, Down, Left, Right, Center)** — Perform the following functions:
 - The **Up** and **Down** buttons allow you to scroll through the items in the telephone Display Panel.
 - The **Center** button displays the Main menu in the Display Panel.
 - The **Left** and **Right** buttons are reserved for future use.
- 5 **Message button** — Press this button to access your messages through the voice mail system; see the *IP Messaging Module User Guide*.
- 6 **Hold button** — Places a caller on hold. See [Putting a Call on Hold](#).
- 7 **Label area for Access buttons** — The telephone LabelMaker, available through the 3Com web site, enables you to define and print a new label for your Access buttons. See [Printing Labels](#).
- 8 **Microphone (3101SP only)** — Activated when the telephone is in speaker phone mode, that is, after you press the  (speaker) button. For best results, keep the area around the microphone free of obstructions. To minimize the effects of background noise, the microphone is directional; it performs best when you are directly in front of the telephone.
- 9 **Access buttons**— Buttons that are assigned specific features (for example, Transfer) or that control a line for incoming and outgoing calls. See [Access Buttons](#).
- 10 **Speaker button (3101SP only)** — Enables you to use the speaker phone feature. Press the  button before you dial the call, when your telephone is ringing, or while a call is in progress. To turn the speaker off and resume the conversation, pick up the handset.



The VCX Model 3101SP Basic Telephone includes a microphone and supports speaker phone operation. The VCX Model 3101 Basic Telephone does not support speaker phone operation and it does not have a  button.

11 Telephone key pad

12 Volume down — Lowers the volume of the ringer, the speaker, or the handset. See [Controlling the Volume](#)

13 Mute button — Enables you to prevent callers from hearing what you are saying during a telephone call, although you can still hear them. Press the  button to turn off the telephone's mouthpiece when you are using the handset or the microphone (3101SP only) when your telephone is in speaker phone mode. To turn off the Mute feature, press the  button again. The indicator lamp is lit when the Mute feature is enabled. See [Muting Calls](#).

14 Volume up — Raises the volume of the ringer, the speaker, or the handset. See [Controlling the Volume](#)

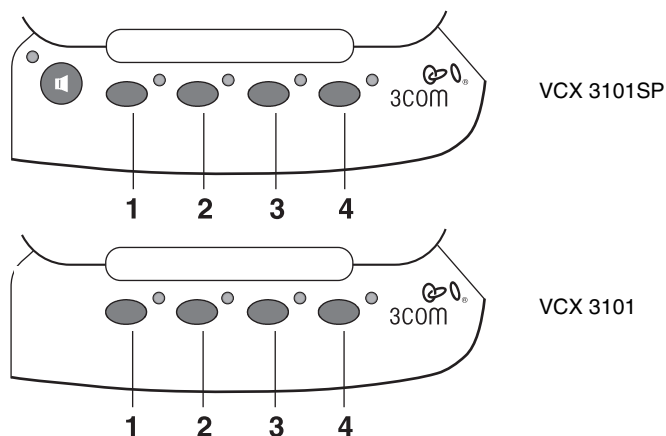
15 Speaker — Enables you to use the speaker phone feature. Press the **Speaker** button before you dial the call, when your telephone is ringing, or while a call is in progress. To turn the speaker phone off and resume the conversation, pick up the handset.

16 Handset

Access Buttons

[Figure 5](#) displays the Access buttons on the VCX Model 3101 and 3101SP Basic Telephones. The functions assigned to these buttons cannot be changed.

Figure 5 Access Buttons



Access buttons have the following settings:

- 1** The first button controls a line for incoming and outgoing calls (System Appearance button; SA1).
- 2** The second button controls a line for incoming and outgoing calls (System Appearance button; SA2).
- 3 Feature button** — Allows you to access features that are not directly assigned to an Access button on your telephone. For example, you can use the Feature button to enable and disable Do Not Disturb. For more information on feature codes, see [Chapter 8](#).
- 4 Transfer button** — Sends the currently active call to another telephone. See [Transferring a Call](#).

The telephone LabelMaker, available through the 3Com web site, enables you to define and print a new label for your Access buttons. See [Printing Labels](#).

Status Lights for System Appearance Buttons

An Access button that is set up for incoming and outgoing calls is called a System Appearance button. The light beside each System Appearance button indicates the status. See [Table 4](#).

Table 4 Status Indicator Lights for System Appearance Buttons

If the light is	The line is
Off	Available for use
Steady	In use
Blinking quickly	Ringing
Blinking slowly	On hold

5

VCX BUSINESS TELEPHONE — MODEL 3102

This chapter describes the buttons, controls, and features on the 3Com® VCX™ Model 3102 Business Telephone.

This chapter includes the following topics:

- [Buttons and Controls](#)
- [Access Buttons](#)
- [Status Lights](#)

For information about the Model 2102 Business Telephone, see [Chapter 3](#).

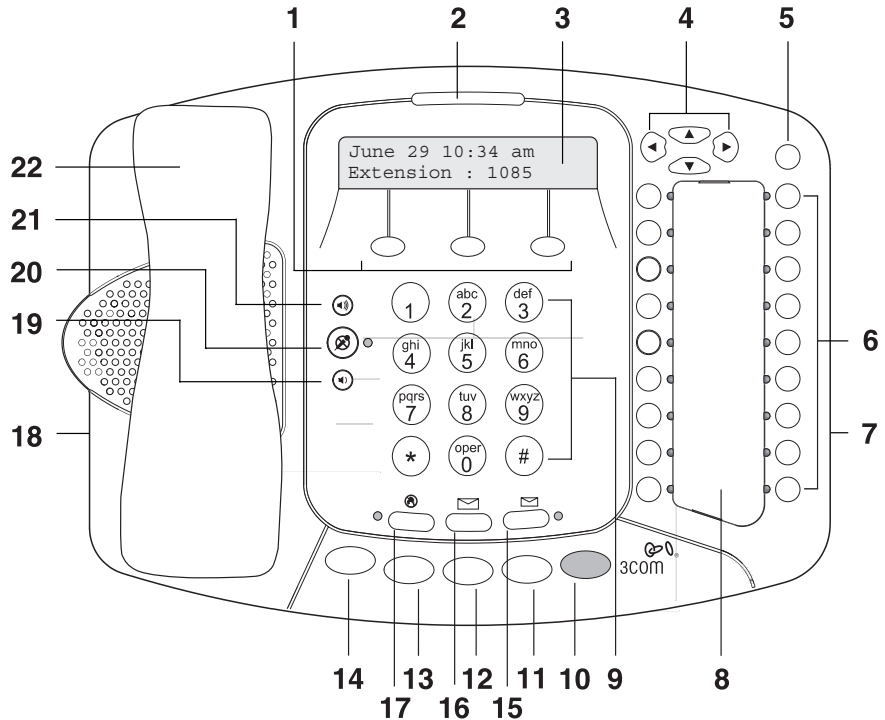
For information about the 3105 Attendant Console, see [Chapter 6](#).

To verify the model number of your telephone, refer to the label under the phone.

Buttons and Controls

[Figure 6](#) shows the buttons and controls on the VCX Model 3102 Business Telephone.

Figure 6 VCX Model 3102 Business Telephone



- 1 **Soft buttons** — Use the soft buttons to navigate through Display Panel options. A button's function depends on the option selected. The buttons are, left to right:
 - **Slct** (Select) — Use this button to select a displayed item. For example, you can use this button to automatically dial a previously placed or received call or a missed call.
 - **Back** — Use this button to move the cursor backwards one space and delete the current space). You can also use this button to sort displayed items.
 - **Exit** — Use this button to exit the currently displayed option.
- 2 **Message Waiting Indicator (MWI)** — When lit, indicates that you have at least one unreviewed message (voice, e-mail, or fax) in your mailbox. Also, this indicator flashes when your telephone rings.

3 Display Panel — Displays telephone status messages, Caller ID information (if enabled), and the number of new messages (voice, e-mail, and fax) that you have in your mailbox (see [Using the Telephone Display Panel](#) for more information on how message status determines the message list).

You can also use the Display Panel to view or enable features available through the Main menu. You can access the Main menu by pressing the **Program** button (see number 5 below). The following features are available:

- **User Directory** — Displays a directory of the people in your organization. See [Viewing the User Directory](#).
- **Call History** — Displays logs of your recent missed, answered, and dialed calls. See [Viewing the Call History](#).
- **Speed Dial** — Displays configured speed dial numbers. See [Speed Dialing](#).
- **Call Features** — Displays the following list of telephone features (note that some features may not be enabled by your administrator):
 - **Silent Monitor** — When enabled by your administrator, allows you to monitor another user's phone calls. See [Silent Monitor and Barge In](#).
 - **FWD Universal** — Allows you redirect incoming calls to another destination unconditionally. See [Call Forwarding](#).
 - **FWD Busy** — Allows you redirect incoming calls to another destination when your phone is busy. See [Call Forwarding](#).
 - **FWD Ring No Answer** — Allows you redirect incoming calls to another destination when your phone rings but is not answered. See [Call Forwarding](#).
 - **Remote Forward Universal** — Allows you to configure the forwarding options of another phone from your phone. See [Remote Call Forward](#).
 - **Call Park** — Allows you to place a call in a holding pattern and make the call available for other phones. See [Call Park](#).
 - **Direct Pickup** — Allows you to answer a call ringing on another phone. See [Directed Call Pickup](#).
 - **Hunt Group** — When enabled by your administrator, allows you to log in to, and out of, a Hunt Group. See [Hunt Groups](#).

- **Transfer to VMail** — Allows you to transfer a call to another user's voice mailbox. See [Transferring a Call to Another User's Voice Mail](#).
- **Advanced Settings** — Configures network parameters.



CAUTION: *This option is for administrator use only. Unauthorized modification of these parameters will disconnect your phone.*

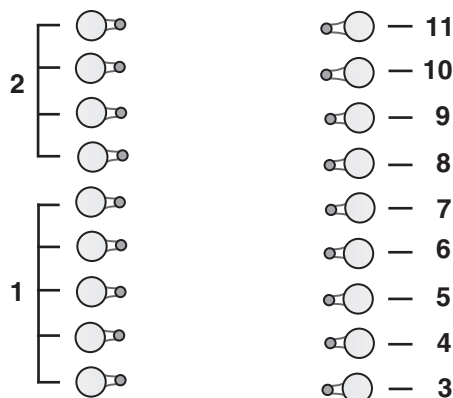
- 4 **Scroll buttons (Up, Down, Left, Right)** — Use the Up and Down buttons to scroll through items in the Display Panel. The Left and Right buttons are reserved for future use. See [Viewing the Call History](#).
- 5 **Program button** — Use this button to access and view the Display Panel Main menu.
- 6 **Access buttons** — See [Access Buttons](#).
- 7 **Microphone** (located on the side of the telephone) — Activated when the telephone is in speaker phone mode; that is, after you press the **Speaker** button) or the **Hands Free** button. For best results, keep the area around the microphone free of obstructions.
- 8 **Label area for Access buttons** — The telephone LabelMaker, available through the 3Com web site, enables you to define and print a new label for your Access buttons. See [Printing Labels](#).
- 9 **Telephone key pad**
- 10 **Hold button** — Places a caller on hold. See [Putting a Call on Hold](#).
- 11 **Transfer button** — Sends the currently active call to another telephone. See [Transferring a Call](#).
- 12 **Conference button** — Establishes a single call with up to three internal parties, external parties, or a combination of both. See [Setting up a Conference Call](#).
- 13 **Redial button** — Redials the last telephone number or extension that you called. See [Making a Call to a Remote Office](#).
- 14 **Speaker button** — Enables you to use the speaker phone feature. Press the **Speaker** button before you dial the call, when your telephone is ringing, or while a call is in progress. To turn the speaker phone off and resume the conversation, pick up the handset.
- 15 **FWD MAIL button** — Directs all incoming calls, after one ring, to your call coverage point (by default, voice mail). See [Configuring a Call Coverage Point](#). The light next to the **FWD MAIL** button remains red as long as this option is enabled.

- 16 MSG (Message) button and Message Waiting Light** — Press this button to access your messages through the voice mail system (refer to the *IP Messaging Module User Guide* for information on messaging). The light next to the **MWI** light remains red as long as there is at least one new, unreviewed message (voice, e-mail, or fax) in your mailbox, or in a mailbox monitored by your phone (for example, a hunt group mailbox or the mailbox associated with a bridged line).
- 17 Hands Free button** — Allows you to answer *internal* (intercom) calls without picking up the handset. An external call (a call from outside your VCX system) rings to your telephone as usual. See [Using the Hands Free Feature](#). The light next to the **Hands Free** button remains red as long as this option is enabled.
- 18 Headset connector** — Located on the underside of the telephone, this RJ-11 connector enables you to plug in a headset so that you can listen to calls and have your hands free. See [Using a Headset](#).
- To enable the use of a connected headset, press the **Headset** button (by default, button 16 at the top of the right column of buttons).
- 19 Volume down** — Lowers the volume of the ringer, the speaker, the handset, or the headset. See [Controlling the Volume](#).
- 20 Mute button** — Use this button to prevent callers from hearing you, while still hearing your callers. See [Muting Calls](#).
- 21 Volume up** — Raises the volume of the ringer, the speaker, the handset, or the headset. See [Controlling the Volume](#).
- 22 Handset**

Access Buttons

[Figure 7](#) shows the 18 Access buttons on the phone.

Figure 7 Access Buttons



Access buttons have the following settings:

- 1** The first three buttons in this group (starting from the bottom) are lines for incoming and outgoing calls (System Appearance buttons; SA1, SA2, and so on).
The next two buttons in this group are for the Bridging Extensions feature. See [Bridging Extensions](#).
- 2** The next four buttons are for speed dialing. See [Speed Dialing](#).
- 3 Release button** — Press this button to disconnect a call.
- 4 OK button** — Press the **OK** button to send a call.
- 5 Directory** — Lists, in the Display Panel, all the users in your organization and their extensions. You can use the Soft Buttons to sort the list and select an entry. Selecting an entry automatically dials the extension. See [Viewing the User Directory](#).
- 6 Feature button** — Allows you to access features that are not assigned to an Access button on your telephone. For more information on feature codes, see [Chapter 8](#).
- 7 Call History button**— Enables you to view the last 10 missed, answered, or dialed calls on the Display Panel. See [Viewing the Call History](#).
- 8 Call Park button** — Allows you to place a call in a “holding pattern” and retrieve it from any other telephone in the system. See [Call Park](#).

- 9 **Call Forward button** — Allows you for forward calls to different destinations. See [Call Forwarding](#).
- 10 **Do Not Disturb** — Enables the Do Not Disturb feature. See [Activating Do Not Disturb](#).
- 11 **Headset** — Enables the use of a headset connected to the telephone. See [Using a Headset](#).

Status Lights

An Access button that is set up for incoming and outgoing calls is called a System Appearance button. The light beside each System Appearance button indicates its status. See [Table 5](#).

Table 5 Status Lights for System Appearance Buttons

If the light is	The line is
Off	Available for use
Steady	In use
(continued)	
Blinking quickly	Ringing
Blinking slowly	On hold

6

VCX ATTENDANT CONSOLES — MODEL 3105 AND COMPLEMENT ATTENDANT

The VCX Attendant Console (Model 3105) and the VCX Complement Attendant Software (CAS) application enable a receptionist to handle high call volumes efficiently. Although receptionists are the primary users of the Attendant Console and the CAS, the two can also be used by busy sales representatives and others who receive a high volume of telephone calls or who make frequent calls to the same telephone numbers.

This chapter includes the following topics:

- [VCX Attendant Console](#) — A device that works along with VCX telephones to increase call handling capability. In many offices, the Attendant Console is used by a receptionist or switchboard operator, who is referred to in this guide as “the receptionist.”
- [Complement Attendant Software](#) (CAS) — A software application, installed by an administrator, that allows a receptionist to answer and route calls using a personal computer.

The Attendant Console and VCX Complement Attendant Software application can be used at the same time. However:

- When incoming calls appear on the Attendant Console, you must handle them using the buttons of the console.
- When calls appear on the CAS computer screen, you must handle them using the mouse and the CAS software features.

VCX Attendant Console

The VCX 3105 Attendant Console has 50 Access buttons and 4 preprogrammed Feature buttons. In effect, the Attendant Console is an extension of the VCX Business Telephone or VCX Basic Telephone with which it is associated.

[Figure 8](#) illustrates the buttons and controls on the VCX 3105 Attendant Console.

Access Buttons

The 50 Access buttons on an VCX 3105 Attendant Console can each have two sets of assignments: 1 through 50, and 51 through 100. To toggle between the two sets of assignments, press the **Shift** button.

Your administrator can assign features to each Access button. Possible features include:

- Status of internal telephone extensions (busy, available)



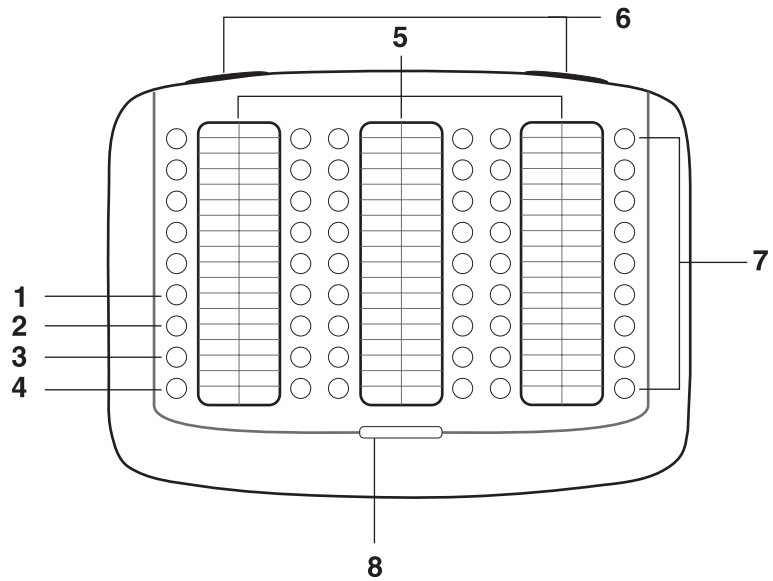
In the current release, when you assign a phone extension to an Attendant Console button, the button assignment does not become effective until either the Attendant Console is rebooted or the phone registration interval elapses. The default registration interval is one hour (3600 seconds).

- Speed dials for user extensions:

Feature Buttons

The four Feature buttons are programmed for the most common features needed by a receptionist: Call Transfer, Call Hold, Conference, Call Park. The **Shift** button does not affect the operation of the Feature buttons. Your administrator configures the feature assigned to a particular Feature button using the VCX Administrator web interface. The feature-to-button mappings described in the list following [Figure 8](#) are the defaults and may not correspond to your configuration.

[Figure 8](#) and the text that follows it describe the features on the VCX 3105 Attendant Console.

Figure 8 VCX 3105 Attendant Console

- 1 **Transfer button** — Enables you to send a call to another telephone. See [Transferring a Call](#).
- 2 **Hold button** — Places a caller on hold. See [Putting a Call on Hold](#).
- 3 **Conference button** — Allows you to set up a three-way conference call. See [Setting up a Conference Call](#).
- 4 **Call Park button** — Places a call in a “holding pattern” so that it can be retrieved from any other telephone on the system. See [Call Park](#).
- 5 **Labels** — You can print labels for your Attendant Console using the LabelMaker utility, which is available through the 3Com web site. See [Printing Labels](#).
- 6 **Label cover tabs** — Allow you to unsnap the plastic cover to insert labels.
- 7 **Access buttons** — A light next to each button indicates whether the line is available or in use, or whether assigned features are enabled. See [Attendant Console Status Lights](#).

Your administrator uses the VCX Administrator web interface to map telephone extensions to **Access** buttons numbers. The interface numbers each button. For example, the administrator may say that extension 4001 is assigned to button 1, extension 4002 is assigned to button 2, and so on. On the Attendant Console, the buttons are numbered from top to

bottom, starting in the top left corner. (However, no number physically appears next to a button.)

- The first five buttons from the top in the left column correspond to **Access** buttons 1 through 5. (The bottom four buttons are always the **Feature** buttons.)
 - The second column of nine buttons correspond to **Access** buttons 6 through 14.
 - The third column of nine buttons correspond to **Access** buttons 15 through 23.
 - The fourth column of nine buttons correspond to **Access** buttons 24 through 32.
 - The fifth column of nine buttons correspond to **Access** buttons 33 through 41.
 - The sixth column of nine buttons correspond to **Access** buttons 42 through 50.
- 8 Shift button** — Enables you to toggle between the two sets of Access button assignments on the Console. Press the **Shift** button to switch between assignments 1 through 50 and assignments 51 through 100. The **Shift** button LED is lighted when you have buttons 51 through 100 selected.

Printing Labels To create, print, and save labels for your Attendant Console (or any VCX telephone):

- 1 Access the 3Com web site, <http://www.3com.com>.
- 2 Click **Support & Downloads** and select **Downloads & Drivers** from the drop-down list box.
Your browser displays the Downloads page.
- 3 On the Downloads page, select the following options:
 - a In the **Select a Download Type** list box, select **Documentation**.
 - b In the **Select a Product Category** list box, select **Convergence/IP Telephony**.
 - c In the **Enter a Filename** text box, enter **labels.exe**.
 - d Click **Search**.
- 4 When the search results page is displayed, locate the labels.exe file for 3Com VCX V7000 IP Telephony Solution, and download it to your

system. (Do not download any of the labels.exe files for the NBX product.)

- 5 Locate labels.exe on your system and double-click the file icon to start the LabelMaker program.
- 6 Find the page in the LabelMaker that has labels for your attendant console.
- 7 Edit the label template by clicking any of the label text boxes to highlight the existing text, and then typing new text.
- 8 Press **Tab** to move to the next text field in the label.
- 9 Click the **Print** button at the top of the LabelMaker screen to open the Print dialog. Specify which page you want to print. Typically, the default is to print all pages.
- 10 Click **Print**.
- 11 Cut out the labels and put them in the label holders of your attendant console.
- 12 To save the edited LabelMaker, click the **Save** button at the top of the LabelMaker screen. Or you can click **File > Save As** to save the LabelMaker to a new location.



To reuse your saved LabelMaker, run the file that you saved to your computer. If you download the LabelMaker from the 3Com web site, you always get the default version. If you save the default version to the same place you saved an earlier edited version, you overwrite the earlier version.

Attendant Console Status Lights

An Access button that is set up for incoming and outgoing calls is called a System Appearance button. The light beside each System Appearance button indicates its status. See [Table 6](#).

Table 6 Status Indicator Lights for System Appearance Buttons

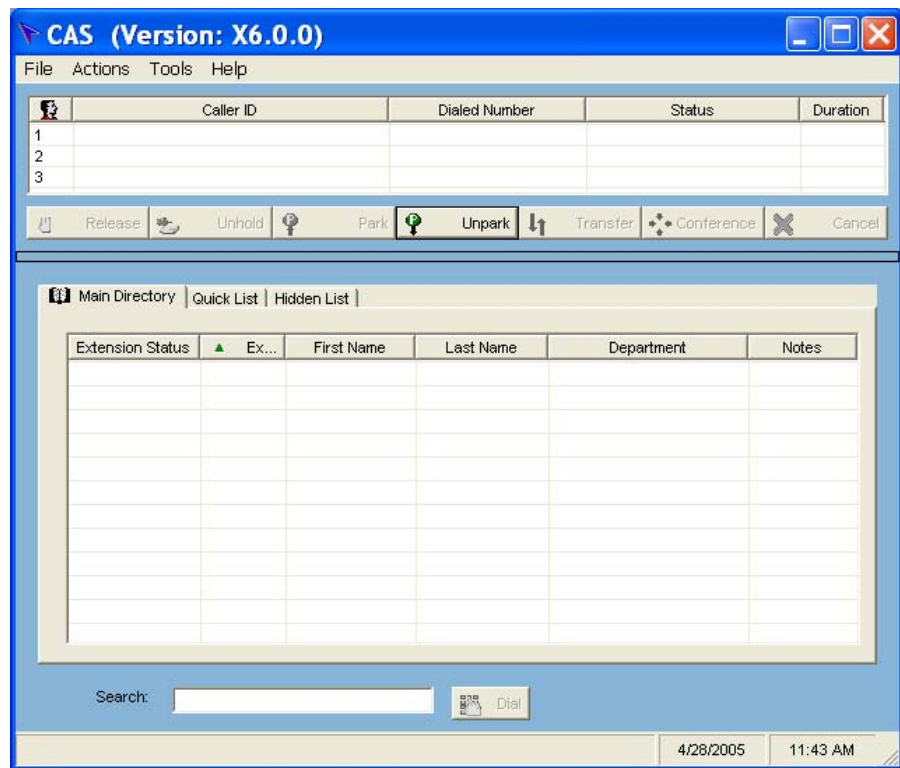
If the light is	The line is
Off	Available for use
Steady	In use
Blinking quickly	Dialing an emergency call

Complement Attendant Software

The Complement Attendant Software (CAS) application is an optional VCX component, which requires a license. On your personal computer, the Complement Attendant Software displays your telephone directory in a series of tabs. Each tab sorts the directory by a different type of information, for example, by last name, by department, or by extension.

[Figure 9](#) shows the Complement Attendant Software main window.

Figure 9 Complement Attendant Software Main Window



The main window includes three areas:

- The Call List appears on the top part of the window and displays currently active calls. See [Table 7](#).
- The Command Buttons appear below the Call List and perform operations on a selected call. See [Table 8](#).

- The Directory List appears on the bottom of the window and lists phone extensions and users in the system directory. See [Table 7](#).

The Call List and Command Buttons are separated from the Directory List by a horizontal bar that allows you to resize the lists. This is very useful if you want to display more of the Call List and less of the Directory List.

To resize the lists, move the mouse pointer over the horizontal bar. The pointer changes to a double-ended arrow. Press the left mouse button and drag the bar up or down the screen.

When you answer a call using the Complement Attendant Software, you can select a user from the directory and transfer the call to that user.

[Table 7](#) describes the main elements of the Call List and Directory List areas.

Table 7 Elements of the Complement Attendant Software Screens

Field	Purpose
Call List	Displays Caller ID information (name and extension number), the status of a call, and the duration of the call. The number of calls displayed depends on the number of access lines that you have specified in your general settings.
Find/Phone# Display	Provides the extension number and name of the person selected in the directory.
Clear Button	Cancels previous criteria.
Main Directory tab	Displays all the entries in the Directory List. ¹ Extension Status — Sorts the data in the directory by extension status. Extension — Sorts the data in the directory by listing the extension numbers in ascending order. First Name — Sorts the list of users in alphabetical order by first name. Last Name — Sorts the list of users in alphabetical order by last name. Department — Sorts the directory by the user department. Notes — Sorts the directory by note entries.
Hidden List tab	Hides entries in the VCX directory that you do not want to appear on other tabs, such as conference room phones.
Quick List tab	Provides access to frequently used entries in the directory.

¹ If your VCX system includes multiple sites (for example, regional and branch offices), each with one or more VCX call processors, CAS can display a global directory of all the users in your organization. Note that this option must be configured by your administrator. By default, CAS displays the local user directory.

The Complement Attendant Software provides a Line Monitoring feature similar to the Busy Lamp Field (BLF) feature available on the VCX Attendant Console. Line Monitoring allows you to monitor the busy status of other phones. This feature is very useful for determining if someone is on the phone prior to transferring a call to that person.

[Table 8](#) describes Command Buttons, and the keyboard shortcuts to functions on the Action menu. Note that [Figure 9](#) does not show all the possible buttons because there are no active calls.

Table 8 Complement Attendant Software Buttons and Keyboard Shortcuts

Button	Purpose	Keyboard Shortcut
Answer/Release	Answers an incoming call.	Alt+A
	Terminates a call.	Alt+R
Hold/Unhold	Places a caller on hold.	Alt+H
	Removes a caller from being on hold and returns to the call.	Alt+N
Park	Places a call in a “holding pattern” so that it can be retrieved from another telephone on the system.	Alt+K
Unpark	Releases a caller from a “holding pattern.”	Alt+U
Transfer	Forwards a call to another telephone.	Alt+T
	Completes the transfer of a call.	Alt+M
Conference	Enables three subscribers to participate in a single call.	Alt+C
	Completes the conference call.	Alt+P
Cancel	Cancels a transfer.	Alt+S
	Cancels a conference call.	Alt+E
Dial	Dials a selected number to place an outgoing call.	Alt+D

For complete information on the Complement Attendant Software, see the online Help system in the software.

7

BASIC TELEPHONE OPERATION

This chapter describes how to use the basic telephone functions available on all VCX telephone models and includes the following topics:

- [Logging In to Your Telephone](#)
- [Answering a Call](#)
- [Making Calls](#)
- [Terminating Calls](#)
- [Using the Telephone Display Panel](#)
- [Controlling the Volume](#)
- [Using the Hands Free Feature](#)
- [Using a Headset](#)
- [Putting a Call on Hold](#)
- [Transferring a Call](#)
- [Muting Calls](#)
- [Activating Do Not Disturb](#)

Logging In to Your Telephone

Your administrator assigns an extension (telephone number) and initial password to your phone.

If the Display Panel on your phone shows the date, time, and a telephone extension, you are logged in and can make calls:

```
Feb 17 08:12:00
Extension: 1001
```

Note that your administrator initially determines the format for the date and time display. You can change this format (and time zone location of your phone) through the VCX User Interface. See [VCX User Interface Overview](#) and the VCX User Interface online Help.

If the Display Panel on your phone shows the following information, you are not logged in and cannot make calls:

```
Use Program btn to login
Logged out from PBX
```

To log in to your phone:

1 Press **Program + 5 + 6**.

For phones without a Program button, press **Feature + 410 + 5 + 6**.

The Display Panel shows:

```
Enter Password:
```

2 Enter your password and press **#**.

If the password you entered is associated with the phone extension, you are logged in.

If the Display Panel alternately shows the following information, the password you entered is not associated with the phone extension or the extension has not yet been assigned to the phone:

```
Invalid number/password:
Then:
Unable to contact PBX
Logged out from PBX
```

In this case, use the following steps to log in to your phone:

- 1 Press **Program + 5 + 4**.

For phones without a Program button, press **Feature + 410 + 5 + 4**.

The Display Panel shows:

Local Phone Number:

- 2 Enter your extension and press #.

If the Display Panel shows a previously assigned number that you want to replace, press the middle soft button under the Display Panel to move the cursor back one space. Repeat as necessary and then enter your extension and press #.

The Display Panel shows:

Enter Password:

- 3 Enter your password and press #.

Alternatively to set a password locally, you can use the Password Stored Locally feature code (434) by entering **Feature + 434**, then enter the password. You can use this method in place of step 1 above. See [Chapter 8](#) for information on feature codes.

Changing Your Password

You can change your password through the VCX User Interface (see [Chapter 10](#)). This changes your password on the VCX call processor. However, your password is also stored locally on your telephone. Changing your password through the VCX User Interface does *not* change the password stored on the phone. You must use the Telephone User Interface (TUI) and change the local password to match the password stored on the call processor by following these steps:

- 1 Press **Program + 5 + 5**.

For phones without a Program button, press **Feature 410 + 5 + 5**.

The Display Panel shows:

Enter Password:

- 2 Enter your new password and press #.

The VCX call processor periodically communicates with each VCX telephone. If you change your password through the VCX User Interface but do not change it through the TUI, the VCX call processor detects a password mismatch and logs you out. If this happens, follow steps 1 and 2 to log in.

Answering a Call

To answer an incoming call, lift the handset.

If your phone includes multiple access lines, press the **Access** button for the line on which the new call is arriving (the line next to the button will be flashing).

If your phone includes a speaker, you can answer a call by pressing the **Speaker** button. Model 2101 and Model 3101 do not support speaker operation.

Answering a Second Call

To answer a new call while you are on an existing call:

- 1 Press the **Hold** button to put the current call on hold.
- 2 Press the **Access** button for the line on which the new call is arriving.
- 3 To return to the original call, press the **Hold** button to put the new call on hold or hang up the new call and then press the **Access** button to access the original call.

For the 2101 Model Telephone:

- 1 Press the **Call Toggle** button to put the current call on hold and to access the second call.
- 2 To return to the original call, press the **Call Toggle** button again.
- 3 To toggle between the two calls, press the **Call Toggle** button again.

Making Calls

This section describes standard dialing features.



The VCX administrator can configure calling restrictions for some, one, or all the phones at a site. These restrictions may limit the outbound calls (external or to another company site) a phone can make. Ask your administrator if any calling restrictions have been implemented on your phone system.

Making Internal Calls

To dial an internal call:

- 1 Use one of these options
 - a Pick up the handset and dial the number.

- b** Pick up the handset, press one of the access buttons that is not currently in use, and dial the number.

If your phone includes a speaker, you can use one of the following options. For Model 2101, press **Feature + 104** to activate the speaker. Model 3101 does not support speaker operation.

- a** Press the **Speaker** button and dial the number.
 - b** Dial the number (enables Speaker mode automatically).
- 2** When you dial the number, this message appears on the Display Panel:
- ```
<number>
Calling
```
- 3** To end the call, replace the handset, or press the **Speaker** button, or press the **Release** button.

**Redialing a Call** To redial the last number that you called, press the **Redial** button. This causes your called party's phone to ring. Lift your handset or press the **Speaker** button.

You can also lift your handset or press the **Speaker** button, and then press the **Redial** button.

The 2101 Model Telephone does not have a Redial button. To redial the last number called, press **Feature + 401**.

**Making External Calls** To dial an external call:

- 1** Use one of these options
- a** Pick up the handset.
  - b** Pick up the handset and press one of the access buttons that is not currently in use.

If your phone includes a speaker, you can use one of the following options. For Model 2101, press **Feature + 104** to activate the speaker. Model 3101 does not support speaker operation.

- a** Press the **Speaker** button.
- b** Dial the number (enables Speaker mode automatically).

You hear a dial tone. If your telephone defaults to an internal line, dial the number you need to access an external line (for example, 9).

- 2** Dial the number.

- 3 To end the call, replace the handset, or press the **Speaker** button, or press the **Release** button.

### **Making a Call to a Remote Office**

You can dial calls between sites in your organization that are separated geographically but that are linked by a Wide Area Network (WAN) connection. Each site must have an VCX system. Typical configurations are described in the next sections.

#### **Using Unique Extensions**

In some companies with geographically separated offices, everyone in the entire organization has a unique telephone extension. Whenever you make a call to an extension that is not located at your own site, your VCX system sets up a connection to the VCX system at the other extension's site.

For example, suppose a company has three offices:

- Phones at the Chicago office use an extension range from 1000 through 1999.
- Phones at the Atlanta office use an extension range from 2000 through 2999.
- Phones at the Dallas office use an extension range from 3000 through 3999.

In this example, to call a user in Dallas, a user in Chicago dials a Dallas extension (3000 through 3999). The dial plan on the Chicago VCX system sets up the necessary connection to the Dallas VCX system and then to the extension at that site.

#### **Using Site Codes**

In some companies with geographically separated offices, phone extensions may not be unique. If some users have overlapping telephone extensions, your administrator can configure your telephone system to require site codes that you must use to dial people at remote offices. Your administrator chooses the site codes for your system. In this case, you dial a site code first, followed by the extension at the site.

For example, suppose a company has three offices:

- Phones at the Chicago office use an extension range from 1000 through 3999. The site code for Chicago is 61.

- Phones at the Atlanta office use an extension range from 1000 through 3999. The site code for Atlanta is 62.
- Phones at the Dallas office use an extension range from 1000 through 3999. The site code for Dallas is 63.

In this example, to call someone in Atlanta, a user in Chicago dials the site code 62 and then the appropriate extension (1000 through 3999). To reach a user in Dallas, a user in Chicago dials 63 and then the appropriate extension (1000 through 3999). The site code prevents conflicts between the remote extension number and a duplicated extension number at the local site (Chicago).

### Class of Service Override

The Class of Service Override feature allows you to apply the capabilities of your own VCX telephone *temporarily* to another VCX telephone on the same local network.

For example, the telephone in a conference room may be configured to prevent long-distance telephone calls. You may, however, need to place a long-distance call during a meeting. If the permissions included with the Class of Service on your phone allow long-distance calling, you can use the Class of Service Override feature to apply your phone features to the conference room phone for one call only.

To activate the one-call-only Class of Service Override from any VCX telephone:

- 1 Pick up the handset.
- 2 Press **Feature + 433**. The Display Panel prompts you for the required input.
- 3 Enter your telephone extension.
- 4 Enter your password and press **#**.
- 5 Enter the destination number as you would from your own VCX telephone.



*When you use Class of Service (CoS) Override, any reports that are generated on the VCX system indicate that the CoS features of your own VCX telephone were applied temporarily to the telephone on which you made the call.*

---

## Terminating Calls

You can terminate a call (hang up) by replacing the handset, pressing the **Release** button, or if the call is on Speaker, turning the Speaker off by pressing the **Speaker** button.

---

## Using the Telephone Display Panel

The Display Panel shows the current date and time, and your extension number. It can also show features that you have enabled. For example, if you enable the feature that forwards all incoming calls to your voice mailbox, the Display Panel shows `Fwd Voice Mail`.

The Display Panel can also list telephone status messages, Caller ID information (if enabled), and the number of new messages (voice, e-mail, and fax) that you have in your mailbox.

If the Display Panel contains more than two lines of information, use the up and down scroll buttons to navigate through the display.

The list of new messages in the Display Panel depends on the status of each message. A new message can be:

- **Unreviewed** — An unreviewed message has never been listened to or acted upon (saved or deleted).
- **Reviewed** — A reviewed message has been listened to but has not been acted upon (saved or deleted). A message may reach this state if you listen to the message and then hang up.

The Display Panel shows the number of messages in your mailbox (and the MWI is lit) *only* if you have at least one unreviewed message. If you review the last new message and do not act on it, the Display Panel shows the date and extension, and MWI is off. If your mailbox then receives a new message, the Display Panel shows the following (and MWI is lit): `2 Msgs 1 New`. The `2 Msgs` include the just received new, unreviewed message and the other message which is new but reviewed. The `1 New` indicates the just received new, unreviewed message.

The Display Panel also shows the number of missed calls. Missed calls include unreviewed messages in your mailbox and any other calls that you did not answer. For example, you may configure your default call coverage point to be no coverage. In this case, if you do not answer a call, when the call terminates the caller hears a busy tone and the call is not forwarded or sent to your mailbox. The Display Panel on your phone



shows `Missed 1`. If you press the first button below the Display Panel, the display scrolls through the list of missed calls and shows you the calling extension. Press the first button again to automatically dial the listed extension.

You can also use the Display Panel to view or enable the following features:

- **Call History** — Displays logs of your recent missed, answered, and dialed calls. See [Viewing the Call History](#).
- **User Directory** — Displays a directory of the people in your organization. See [Viewing the User Directory](#).
- **Speed Dial** — Displays configured speed dial numbers. See [Speed Dialing](#).
- **Call Features** — Displays the following list of telephone features (note that some features may not be enabled by your administrator):
  - **Silent Monitor** — When enabled by your administrator, allows you to monitor another user's phone calls. See [Silent Monitor and Barge In](#).
  - **FWD Universal** — Allows you redirect incoming calls to another destination unconditionally. See [Call Forwarding](#).
  - **FWD Busy** — Allows you redirect incoming calls to another destination when your phone is busy. See [Call Forwarding](#).
  - **FWD Ring No Answer** — Allows you redirect incoming calls to another destination when your phone rings but is not answered. See [Call Forwarding](#).
  - **Remote Forward Universal** — Allows you to configure the forwarding options of another phone from your phone. See [Remote Call Forward](#).
  - **Call Park** — Allows you to place a call in a holding pattern and make the call available for other phones. See [Call Park](#).
  - **Direct Pickup** — Allows you to answer a call ringing on another phone. See [Directed Call Pickup](#).
  - **Hunt Group** — When enabled by your administrator, allows you to log in to, and out of, a Hunt Group. See [Hunt Groups](#).
  - **Transfer to VMail** — Allows you to transfer a call to another user's voice mailbox. See [Transferring a Call to Another User's Voice Mail](#).

- **Advanced Settings** — Configures network parameters.



**CAUTION:** *This option is for administrator use only. Unauthorized modification of these parameters will disconnect your phone.*

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## Controlling the Volume

Use the **Volume Control** buttons to raise or lower the volume of the ringer, handset, or speaker.



*Adjusting the volume control of one device DOES NOT affect the volume control of the other devices. For example, lowering the volume of the speaker has no effect on the handset volume. Changes you make to any device remain in effect if you reset the phone to its default settings.*

- **Ringer Volume** — To raise or lower the volume of the ring, press the up or down **Volume Control** button repeatedly *while your telephone is ringing*, until the volume is at the level that you prefer.
- **Handset Volume** — To raise or lower the volume of the dial tone and the voice level of your callers, lift the handset then press the up or down **Volume Control** buttons repeatedly until the volume is at the level you prefer. You can change the volume during a conversation or by listening to the dial tone.
- **Headset Volume** (Model 3102 only) — During a call, press the up or down **Volume Control** buttons repeatedly until the volume is at the level you prefer.
- **Speaker Volume** — To raise or lower the volume of the speaker, press the **Speaker** button and then press the up or down **Volume Control** button repeatedly until the volume is at the level you prefer. You can change the volume during a conversation or by pressing **Speaker** and listening to the dial tone.

When you press a **Volume Control** button, the Display Panel shows the volume setting as a series of dark vertical bars. Repeatedly pressing a **Volume Control** button raises the volume (increases the number of displayed bars) or lowers the volume (decreases the number of displayed bars).

You can also use Feature Codes to adjust the volume. Pressing **Feature + 102** raises the volume (increases the number of displayed bars by one). Pressing **Feature + 103** lowers the volume (decreases the number of displayed bars by one).



For Model 2101 (Basic Phone), you must activate the speaker by pressing **Feature + 104** and then adjust the speaker volume.

## Using the Hands Free Feature

The Hands Free feature answers your phone automatically by turning on the Speaker when a call arrives.



If your telephone is part of a bridged extension, see [Hands Free and Bridged Line Calls](#) for additional information.

To enable or disable the Hands Free feature, press the **HANDS FREE** button on the phone. The red light next to the button comes on (enabled) or goes out (disabled).

To enable the Hands Free feature (Model 3101SP), press **Feature + 100** before calls come in to your telephone. To disable Hands Free Active on Intercom, press **Feature + 100** again.

## Using a Headset

The Model 3102 Business Telephone has a headset jack located on the underside of the telephone.

To prepare the headset for all calls on either phone:

- 1 Plug the headset connector into the headset jack on the underside of the telephone.
- 2 Press the **Headset** button. By default, this button is the Access button just below the **Program** button at the top right corner of the telephone.
- 3 Verify that the indicator light next to the **Headset** button comes on.

To answer a call when you are using the headset:

- 1 Put the headset on. When a call comes in, press the System Appearance button beside the flashing light. You are connected to the call.



*The handset can be either on hook or off hook.*

- 2 To end a call when you are using the headset, press the **Release** button on the telephone. By default, the **Release** button is located at the bottom of the right column of Access buttons.

## Returning to the Headset After a Long Delay

Certain brands of headsets enter a power-saving mode that prevents the telephone from ringing for one or more calls when *both* of these conditions are true:

- The headset amplifier buttons for **Mute** and **On** are both set to **On**.
- The handset is off the phone for a long time (for example, overnight).

It may take a few minutes for your headset to return from the power-saving mode to the active mode when calls first come in, so your telephone may not ring until the headset has returned to active mode, and you may miss a call.

If you plan to not use the headset for a long time, 3Com recommends that you set the mute and headset buttons on the amplifier to **Off** and hang up the headset on your telephone. When you are ready to receive calls again, set up the headset for receiving calls:

- 1 Pick up the handset on your telephone and set it on your desk.
- 2 Put on the headset.
- 3 On the amplifier, set the headset button to **On**.

---

### Putting a Call on Hold

To put a call on hold:

- 1 While you are on a call, press the **Hold** button. This message appears in the Display Panel: **Hold**
- 2 To return to the call, press the **Hold** button again or press the appropriate **Access** button.

### Music on Hold

If configured by the administrator, callers on hold hear music while they wait.

### Dialing a New Call While on a Call

You can put a call on hold, dial a new call, and toggle between the two calls:

- 1 While on a call, press the **Hold** button to put the current call on hold.
- 2 Press an unused **Access** button (on the Model 2101 phone, which has no **Access** button, press **Toggle**).
- 3 Dial the second call.
- 4 To toggle between the two calls, put the current call on hold and then press the **Access** (or **Toggle**) button for the call you want to resume.

**Answering a New Call While on a Call**

You can put your current call on hold, answer a second call, and then toggle between the two calls:

- 1 When a new call arrives, press the **Hold** button to put the current call on hold.
- 2 Press the **Access** button for the incoming call (its light will be flashing). On the Model 2101 phone, which has no **Access** button, press **Toggle**.
- 3 To toggle between the two calls, put the current call on hold and then press the **Access** (or **Toggle**) button for the call you want to resume.

**Transferring a Call**

When you are on a call, the Transfer feature allows you to send the call from your telephone to any other internal line or, if your call permissions allow, to an external line.



*If your telephone is part of a bridged extension, see [Call Transfer, Call Conferencing, and Bridged Line Calls](#) for additional information.*

You can also transfer a call to another subscriber's voice mail. See [Transferring a Call to Another User's Voice Mail](#).

**Unattended Transfer**

In an unattended transfer, you transfer the call without notifying the recipient. You can either use the **Transfer** button or the transfer feature code:

- 1 While on a call, press **Transfer** or press **Feature + 420**.
- 2 Dial the number to which you want to transfer the call and hang up.

The call is disconnected as soon as the transfer starts, which frees up your line. If the transfer cannot be completed:

- The call is forwarded to the called party's call coverage point (by default, voice mail; see [Configuring a Call Coverage Point](#)).
- If the called party's default call coverage point is No Coverage, the call is returned to (rings back at) your extension. If you are unavailable, the call is forwarded to your call coverage point.

**Attended Transfer**

In an attended transfer, you announce the call to the recipient. You can either use the **Transfer** button or the transfer feature code.

To announce a transfer:

- 1 While on a call, press **Transfer** or press **Feature + 420**. The system places the call on hold.
- 2 Dial the extension number to which you want to transfer the call and then press **OK** (or press **Feature + 120**).  
The VCX call processor dials the call.
- 3 When the recipient answers, announce the call. Note that, at this point you cannot return to the original caller.
  - If the recipient wants to take the call, press **Transfer** or press **Feature + 420**. Hang up.
  - If the recipient does not want to take the call, hang up the second call and go back to the first call by pressing the **Access** button on which the call originated (on the Model 2101 phone, which has no **Access** button, press **Toggle** to return to the first call).

---

## Muting Calls

You can prevent callers from hearing you by turning off the telephone's microphone when you are using the handset or headset, or when your telephone is in speaker phone mode.

To mute your phone:

- 1 While you are on a call, press **Mute** or press **Feature + 101**. The light next to the **Mute** button comes on; callers cannot hear you.
- 2 To turn this feature off, press **Mute** or **Feature + 101** again.

---

## Activating Do Not Disturb

When you enable Do Not Disturb, incoming calls immediately go to the call coverage point set by you or your administrator. The default call coverage point is your voice mailbox. The call coverage point is set through the VCX User Interface (see [Chapter 10](#)).

When your telephone is in Do Not Disturb mode:

- An incoming call does not cause your phone to ring. If you are logged in to multiple phones using the same phone number and one of the phones enables Do Not Disturb, the feature applies to all phones—an incoming call will not ring on any of the phones.
- You can use the phone to dial outgoing calls.

- If you enable Do Not Disturb while one or more calls are ringing, the pending calls are sent to your call coverage point and Do Not Disturb is enabled for all subsequent calls.
- If your phone is part of a call pickup group (see [Directed Call Pickup](#)), no other phone in the pickup group can retrieve a call that comes in directly to your phone. The incoming call goes immediately to the call coverage point.
- If you are a Hunt Group member and you enable Do Not Disturb, personal (non-Hunt Group) calls go to your call coverage point. However, Hunt Group calls always ring on a member's phone, regardless of the Do Not Disturb setting.



*If your telephone is part of a bridged extension, see [Do Not Disturb and Bridged Line Calls](#) for additional information.*

To activate Do Not Disturb:

- 1** Press the **Do Not Disturb** Access button on the phone. The red light is lit next to the Do not Disturb button (Model 3102 only).

If your phone does not have a **Do Not Disturb** button, press **Feature + 446**.

Your telephone is now in Do Not Disturb mode. The display panel shows DND.

- 2** To disable Do Not Disturb mode, repeat step **1**. The **DND** message disappears from the display panel and the red light goes out.





# 8

## FEATURE CODES

This chapter describes how to use VCX feature codes on a VCX telephone to enhance the operation of your phone. A feature code is a sequence of numbers you enter on the telephone keypad to enable a feature that is not mapped to a button.

This chapter includes the following topics:

- [Feature Code Overview](#)
- [Using Feature Codes](#)
- [Feature Codes](#)

## Feature Code Overview

Some common telephone features are mapped to buttons (**Hold** and **Transfer**, for example). However, the number of buttons varies on each model of VCX phone. Furthermore, the number of VCX features exceeds the number of buttons available on any phone. Feature codes allow the VCX telephone feature set to be available to all VCX phones, regardless of the number of buttons on the phone.

Each feature is assigned a unique three-digit feature code. You can invoke a feature by entering the numeric code assigned to a particular feature. For example, you can use a feature code to display, on the Display Panel, the calls in the Call History log.

For all VCX phones, you can invoke any feature code by pressing the **Feature** button. This action generates a `Feature:` prompt in the telephone Display Panel. The next step is to enter the appropriate feature code. If additional information is required, the Display Panel prompts you.

However, you can invoke some feature codes without pressing the **Feature** button by entering special feature code syntax with the telephone keypad. See [Using Feature Codes](#) for information on both feature code entry methods.

The location of the **Feature** button depends on your telephone. See the appropriate chapter in this guide for the location of buttons and controls for your phone.

---

## Using Feature Codes

You can invoke a feature by pressing the **Feature** button and using the telephone keypad to enter the feature code along with any additional information (for example, an extension). For example, you can show a list of local or global users in the Display Panel by pressing the **Feature** button followed by the User Directory feature code (461). In this guide, this method is noted by the following syntax:

**Feature** + 461

Some feature codes allow you enter the code number without using the **Feature** button. For these feature codes, you prepend the code number with an asterisk (\*). For example, you can enable Do Not Disturb using either of the following methods:

**Feature** + 446

or

\*446

Then, either press **Ok** or press **Feature** + **120** to complete the command.

Some features require additional information. For example, if you want to enable call forwarding when your phone is busy, you must designate the extension to which you want your calls forwarded. The feature code for Call Forward Busy is 467. To enable this feature, you can use the **Feature** button or enter a single command (in the following examples, the destination extension is 1001):

- Use the **Feature** button:

Press **Feature** + 467.

The Display Panel displays the prompt `FWD Busy Number`.

Enter the extension to which you want your calls forwarded, in this case, 1001.

Press **OK** or **#**.

- Enter the feature code and extension with a single command:

\*467\*1001

You must prepend the feature code with an asterisk (\*) and separate the feature code and extension with another asterisk.

Each element in a feature code command must be prepended with an asterisk.

Some features occur within the bounds of an existing call, for example, forwarding a call to the voice mail of another subscriber. In these cases, the feature requires using the **Transfer** button. After pressing **Transfer**, you enter the transfer destination in the format

**\*feature\_code\*<destination>**.

---

## Feature Codes

[Table 9](#) lists the features that you can control with feature codes. Features are listed alphabetically and include the required feature code syntax and, in most cases, a reference for more information. In the syntax, the notation `<parameter>` represents a variable that you must supply, for example, a telephone extension.

**Table 9** VCX Feature Codes (Alphabetical by Feature or Task)

<b>Feature</b>	<b>Feature Code Entry</b>	<b>Description</b>
Barge In	<b>Feature</b> + 428	Used with Silent Monitor. See <a href="#">Silent Monitor and Barge In</a> .
Beep — Configure	<b>Feature</b> + 330	Prompts you to enter the extension you want to page. Press # after entering the extension, then press <b>Feature</b> + 331 to send the page.  This feature is useful, for example, if one user wants alert another user to send in the next job applicant.
Beep — Send	<b>Feature</b> + 331	Sends a page (a beep) between phones. The sending phone displays the target extension. The target extension displays the sending extension.
Block Caller ID for all calls (Enable/Disable)	<b>Feature</b> + 889 Or *889	See <a href="#">Controlling Caller ID</a> .
Block Caller ID for next call (Enable/Disable)	<b>Feature</b> + 890, then <destination> Or *890*<destination>	See <a href="#">Controlling Caller ID</a> .
Call Forward Busy	<b>Feature</b> + 467, then <destination> Or *467*<destination>	See <a href="#">Call Forward Busy Line</a> .
Call Forward Ring No Answer	<b>Feature</b> + 466, then <destination> Or *466*<destination>	See <a href="#">Call Forward Ring No Answer</a> .
Call Forward Universal	<b>Feature</b> + 465, then <destination> Or *465*<destination>	See <a href="#">Call Forward Universal</a> .
Call History	<b>Feature</b> + 462	See <a href="#">Viewing the Call History</a> .
Call Park — Park a Call	<b>Feature</b> + 444, then <call park extension> (or accept the default)	See <a href="#">Call Park</a> .
Cancel	<b>Feature</b> + 111	Cancels the current operation.
Class of Service (COS) Override	<b>Feature</b> + 433, then <your extension>, then <your mailbox password>+ #, then <outside party number>	See <a href="#">Class of Service Override</a> .

(continued)

**Table 9** VCX Feature Codes (Alphabetical by Feature or Task)

Feature	Feature Code Entry	Description
Conference Call	<b>Feature</b> + 430, then <destination>, then <b>Feature</b> + 430	See <a href="#">Setting up a Conference Call</a> .
Directed Call Pickup	<b>Feature</b> + 455, then <security code>, then <destination> Or *455*<security code>*<destination>	See <a href="#">Directed Call Pickup</a>
Display Software Version	<b>Feature</b> + 837	Displays the current version of VCX software running on the phone.
Do Not Disturb (Enable/Disable)	<b>Feature</b> + 446 Or *446	See <a href="#">Activating Do Not Disturb</a> .
Hands Free	<b>Feature</b> + 100	Enables or disable the Hands-Free feature. See <a href="#">Using the Hands Free Feature</a> .
Hold	<b>Feature</b> + 402	See <a href="#">Putting a Call on Hold</a> .
Force Registration	<b>Feature</b> + 335	Forces phone registration. <i>For administrator use only.</i>
Hunt Group or Calling Group Login/Logout	<b>Feature</b> + 971, then enter <hunt group number> Or *971*<hunt group number>	See <a href="#">Hunt Groups</a> .
Hunt Group Status	<b>Feature</b> + 972	See <a href="#">Hunt Groups</a> .
Mute	<b>Feature</b> + 101	See <a href="#">Muting Calls</a> .
Off Hook Warning (Enable/Disable)	<b>Feature</b> + 332	When enabled, a busy tone is generated when phone is off-hook.
OK	<b>Feature</b> + 120	Displays <b>OK</b> in the Display Panel. Used to make a call without waiting for the call completion time-out value to expire.
Password Stored Locally	<b>Feature</b> + 434, then <current password>	Stores the password you use to log in to your telephone on the phone (locally). If you use the VCX User Interface to change your password, use this feature code to set the password stored on the phone, thus synchronizing the passwords. See <a href="#">Changing Your Password</a> and the VCX User Interface online help for more information.

(continued)

**Table 9** VCX Feature Codes (Alphabetical by Feature or Task)

Feature	Feature Code Entry	Description
Program	<b>Feature</b> + 410	Displays the Program menu in the Display Panel.
Redial	<b>Feature</b> + 401	See <a href="#">Making a Call to a Remote Office</a> .
Remote Call Forward	<b>Feature</b> + 468, then <extension to forward> + #, then <destination> + #  Or  *468*<extension to forward> *<destination>	See <a href="#">Remote Call Forward</a> .
Retrieve Voice Mail	<b>Feature</b> + 600  Or  *600	The first entry simulates pressing the <b>MSG</b> button.  The second entry allows you to leave a message in another mailbox or access your own mailbox. Follow the prompts.
Scroll Down Button	<b>Feature</b> + 109	Simulates pressing the scroll <b>Down</b> button to navigate through items in the Display Panel.
Scroll Up Button	<b>Feature</b> + 108	Simulates pressing the scroll <b>Up</b> button to navigate through items in the Display Panel.
Silent Monitor	<b>Feature</b> + 425	See <a href="#">Silent Monitor and Barge In</a> .
Soft Button 1	<b>Feature</b> + 105	Simulates pressing the <b>Slect</b> (Select) button to select an item in the Display Panel.
Soft Button 2	<b>Feature</b> + 106	Simulates pressing the <b>Back</b> button. Action depends on contents of the Display Panel. Either moves the cursor left one position or sorts listed items.
Soft Button 3	<b>Feature</b> + 107	Simulates pressing the <b>Exit</b> button to exit the current function in the Display Panel.
Speaker — On/Off	<b>Feature</b> + 104	Speak and listen without picking up the handset. Not available on Model 2101 or Model 3101 Telephones.
Speed Dial	<b>Feature</b> + 601 through 609  Or  *601*n, where <i>n</i> is the speed dial digit (1 through 9) associated with the number you want to dial.	Allows you to enter a personal speed dial number. See <a href="#">Speed Dialing</a> .

(continued)

**Table 9** VCX Feature Codes (Alphabetical by Feature or Task)

<b>Feature</b>	<b>Feature Code Entry</b>	<b>Description</b>
Speed Dial — Display	<b>Feature</b> + 463	Lists the configured speed dial numbers in the Display Panel.
Transfer	<b>Feature</b> + 420, then <destination> + hang up	This is an unattended transfer. For an attended transfer, see <a href="#">Transferring a Call</a> .
Transfer to Voice Mail (Enable/Disable)	<b>Feature</b> + 440 Or *440	When enabled, transfers all calls to the voice mail. See <a href="#">Forwarding Calls to Voice Mail</a> .
Transfer to Another User's Voice Mail	<b>Feature</b> + 441, then <destination> Or <b>Transfer</b> , then *441* <destination>, then <b>Transfer</b>	See <a href="#">Transferring a Call to Another User's Voice Mail</a> .
User Directory	<b>Feature</b> + 461	Lists the users in the local user directory or, if enabled, the users in the global user directory. See <a href="#">Viewing the User Directory</a> .
Volume — DTMF	<b>Feature</b> + 329	Adjusts the volume heard when a keypad button is pushed. After entering <b>Feature</b> + 329, press the up or down volume buttons on the phone to raise or lower the DTMF volume.
Volume — Up or Down	<b>Feature</b> + 102 to raise the volume or <b>Feature</b> + 103 to lower the volume	Adjusts the volume setting for the current mode: <ul style="list-style-type: none"> <li>■ If the handset is in the cradle and the speaker is disabled, adjusts the ring volume setting.</li> <li>■ If the speaker is enabled, adjusts the speaker volume setting.</li> <li>■ If the handset is not in the cradle and the speaker is disabled, adjusts the handset volume setting.</li> </ul> See <a href="#">Controlling the Volume</a> .





# 9

## STANDARD FEATURES

This chapter describes the standard VCX telephone features that you can set up and access through the Telephone User Interface (TUI) on your telephone.

[Chapter 10](#) describes the telephone features that require configuration through the VCX User Interface.

This chapter contains the following topics:

- [Viewing the Call History](#)
- [Viewing the User Directory](#)
- [Controlling Caller ID](#)
- [Setting up a Conference Call](#)
- [Transferring Your Phone Settings to Another Phone](#)
- [Forwarding Calls to Voice Mail](#)
- [Transferring a Call to Another User's Voice Mail](#)
- [Call Waiting](#)
- [Speed Dialing](#)
- [Call Forwarding](#)
- [Call Park](#)
- [Directed Call Pickup](#)
- [Silent Monitor and Barge In](#)
- [Remote Call Forward](#)
- [Hunt Groups](#)

---

## Viewing the Call History

You can use the Call History feature to display your call logs. These are the logs of the 10 most recent calls to and from your telephone. From the call logs you can select calls and the phone automatically dials them.

To access and use the Call History:

- 1 Use one of the following Call History access options:
  - a If you have a Basic Telephone Model 3101, press the **Center** scroll button to display the Main menu, then select Call History. Optionally, you can use one of the feature codes described in step b.
  - b If you have a Basic Telephone Model 2101, press **Feature + 462**. Optionally, you can press **Feature + 410** and select Call History from the Main menu.
  - c If you have a Business Telephone, press the **Call History** button. Optionally, you can press **Feature + 462**.

The Call History menu appears in the Display Panel.

- 2 Select one of the follow options:
  - a For placed calls, press **1**.
  - b For received calls, press **2**.
  - c For missed calls, press **3**.
  - d For unviewed missed calls, press **4**.
  - e To clear the all call logs, press **5**.

Use the Scroll buttons to navigate through the list. The Display Panel always starts with the oldest call in the category you select. That is, the oldest call appears first and the most recent call appears last.

The Display Panel scrolls through the calls one at a time. After the last call, this message appears in the Display Panel for placed and received calls:

No more call history

This message appears for missed calls:

No more missed calls

The three Soft buttons below the Display Panel have the following functions when viewing the Call History:

- To select a call from the list and dial the call automatically, press the **Slct** button.
- To return to the previous menu, press the **Back** button.
- To exit the Call History display, press the **Exit** button.

---

## Viewing the User Directory

You can view a list of users in your organization and their extensions in the Display Panel. When you select a displayed user, your VCX phone automatically dials the extension.

The Users Directory can be local or global.

- Local users are typically located in the same office and share the same call processor.
- If your VCX system includes multiple sites (for example, regional and branch offices), each with one or more VCX call processors, you can display a global directory of all the users in your organization. Note that this option must be configured by your administrator. By default, you can view the local user directory.

The global directory is also available through the VCX User Interface (see [Chapter 10](#)).

To view the User Directory, use one of the following access options:

- If you have a Basic Telephone Model 3101, press the **Center** scroll button to display the Main menu, then select User Directory.
- If you have a Basic Telephone Model 2101, press **Feature + 461** and select User Directory from the Main menu.
- If you have a Business Telephone (either Model 2102 or 3102), press the **Directory** button.
- For any telephone model, you can press **Feature + 461** and select User Directory from the Main menu.

The Display Panel lists two options for the User Directory:

- Press 1 to display the Local Directory.
- Press 2 to display the Global Directory. If the Global Directory is not enabled on your system, the Display Panel shows `NO LISTING FOUND`.

The Display Panel shows the first user in the directory. Use the Scroll buttons to locate a particular user. The three Soft buttons below the

Display Panel have the following functions when viewing the User Directory:

- Use the **Slct** button to select a user and dial that user's extension.
- Use the **Back** button to display sort order options.
  - Press the **Slct** button to sort by first name.
  - Press the **Back** button to sort by last name.
  - Press the **Exit** button to sort by extension.
- Use the **Exit** button to return to the default Display Panel.

---

## Controlling Caller ID

This section describes how to enable and use Caller ID privacy features.

By default, the VCX system shows your Caller ID (your name and extension) on the Display Panel of the telephone receiving your call. You can control whether the VCX system sends your Caller ID when you make a call. You can choose one of the following settings:

- Set one of the following defaults for *all* your calls:
  - Send Caller ID information.
  - Block Caller ID information.
- Block Caller ID information for your *next* call.

You can control these settings by entering the appropriate feature code.

To toggle the current default setting, press **Feature + 889**. If Caller ID is enabled, entering this command disables it for all subsequent calls. If Caller ID is disabled, entering this command enables it for all subsequent calls.

If transmission of Caller ID information is enabled and you want to block your Caller ID for the next call only:

- 1** Pick up the handset.
- 2** Press **Feature + 890**.
- 3** Dial the number. Your ID is not delivered to the caller.

If transmission of Caller ID information is disabled and you want to send your Caller ID for the next call only:

- 1 Pick up the handset.
- 2 Press **Feature + 890**.
- 3 Dial the number. Your ID is sent to the caller.

## Setting up a Conference Call

The conference feature enables you to have three people on one call (3-way calling).



*If your telephone is part of a bridged extension, see [Call Transfer, Call Conferencing, and Bridged Line Calls](#) for additional information.*

The following sections describe how to set up an unannounced conference call and an announced conference call. In either type of conference call, if one of the participants hangs up, the other two participants remain connected.

### Unannounced Conference

In an unannounced conference, you conference in the person without notifying that person:

- 1 While on a call, press **Conference** or press **Feature + 430**. The system places your caller on hold.
- 2 Dial the number of the person you want to conference in.
- 3 Press **Conference** or **Feature + 430** again. The three-way conference begins when the recipient answers the call.

### Announced Conference

In an announced conference, you announce to the recipient that you are conferencing them into a call. The recipient can then decide whether to take the call:

- 1 While on a call, press **Conference** or **Feature + 430**. The system places your caller on hold.
- 2 Dial the extension of the person you want to conference in, then press the **OK** button (or press **Feature + 120**).
- 3 When the called party answers, announce the conference.
  - If the recipient wants to take the call, press **Conference** or **Feature + 430**. Now three people are on the same call.

- If the recipient does not want to take the call, hang up the second call and go back to the first call by pressing the **Access** button (or, for the Model 2101, the **Toggle** button) for that call.

---

## Transferring Your Phone Settings to Another Phone



This feature enables you to use any 3Com phone attached to the same VCX system (call processor) as your phone with all your phone's settings.

*It is possible for an administrator to lock an extension to a particular phone. If this is the case, you cannot program the phone to use your extension.*

To transfer your phone's settings to another phone:

- 1 Log out of your own phone by pressing **Program + 5 + 6**. For phones without a Program button, press **Feature 410 + 5 + 6**.



*If your administrator has enabled the Multiple Contacts feature for your extension, you do not have to log out of one phone before logging into another.*

- 2 From the phone that you want to use as yours, enter your phone number and password:
  - a Press **Program + 5 + 4** (or **Feature 410 + 5 + 4**), enter your phone number, and then press #.
  - b Press **Program + 5 + 5** (or **Feature 410 + 5 + 5**), enter your password, and then press #.
- 3 When you are finished using the other phone, log out of the phone by pressing **Program + 5 + 6** (or **Feature 410 + 5 + 6**).
- 4 Log back into your own phone by pressing **Program + 5 + 6** (or **Feature 410 + 5 + 6**).

---

## Forwarding Calls to Voice Mail

You can forward incoming calls to your voice mailbox by using the **Fwd Mail** button.

Alternatively (or if your phone does not have a **FWD Mail** button), you can forward incoming calls to your voice mailbox by using a feature code.

When you forward incoming calls to your voice mailbox:

- An incoming call rings once on your phone and is then sent to your voice mailbox. If you are logged in to multiple phones, each using the same phone number, and one of the phones enables forward to voice

mail, the feature applies to all phones—an incoming call rings once on all of the phones and is then sent to your voice mailbox.

- If you enable forward to voice mail while one or more calls are ringing, the pending calls are sent to your voice mailbox and forward to voice mail is enabled for all subsequent calls.
- If you are a Hunt Group member, personal (non-Hunt Group) calls go to your voice mailbox. However, Hunt Group calls always ring on a member's phone, regardless of your personal phone setting.

To forward incoming calls to your voice mailbox for a Business Telephone (either Model 2102 or 3102):

- 1 Press **Fwd Mail**. The red light next to the button comes on. All future calls are sent to your voice mailbox.
- 2 If forward to voice mail is not enabled, you can send a call that is ringing (and all subsequent calls) to your voice mailbox by pressing **Fwd Mail**.
- 3 To disable this feature, press **Fwd Mail** again. The light goes out and calls ring normally.

To forward incoming calls to your voice mailbox for any VCX phone (including the Model 2101, which does not have a **FWD Mail** button):

- 1 Press **Feature + 440**. All future calls transfer automatically to your voice mailbox.
- 2 If you have not enabled this feature code, you can send a call that is ringing (and all subsequent calls) to your voice mailbox by pressing **Feature + 440**.
- 3 To disable this feature, press **Feature + 440**. All calls ring normally.

---

## Transferring a Call to Another User's Voice Mail

You can transfer a connected call directly to another subscriber's voice mail rather than that subscriber's phone extension.

To transfer a call to another subscriber's voice mail:

- 1 While on a call, press **Feature + 441**.

The Display Panel shows the following prompt:

Transfer VMail Number:

- 2 Enter the extension of the subscriber whose mailbox will receive the call and press #.

The caller hears the mailbox greeting of the target subscriber but the subscriber's phone does not ring.

Alternatively, you can use the following procedure:

- 1 While on a call, press **Transfer**.
- 2 Enter the transfer to another subscriber's voice mail feature code in the following format:

**\*441\*<extension>**

For <extension>, you can either enter the phone extension of the recipient, press a speed dial button mapped to that extension, or press a bridge line button mapped to that extension.

- 3 Press the **Transfer** button again, then hang up.

For example, extension 1001 calls extension 1000. Extension 1000 wants to transfer the call to the voice mailbox of extension 1002. In this case, extension 1000 performs the following steps:

Presses **Transfer**.

Enters **\*441\*1002**.

Presses **Transfer**.

Hangs up.

Extension 1001 now hears the voice mailbox greeting for extension 1002 but extension 1002 does ring.

On a telephone with a Program button, you can transfer a call directly to another subscriber's voice mail by using the following procedure:

- 1 While on a call, press **Program**.
- 2 Press **4** to access the Call Features menu.
- 3 Press **9** to select Transfer to VMail.

The Display Panel shows the following prompt:

Transfer VMail Number:

- 4 Enter the extension of the subscriber whose mailbox will receive the call and press **#**.



---

## Call Waiting

The Call Waiting feature provides a “beep” on your current call to let you know that another call has arrived on another access line.

- 1 When you hear the “beep”, press the **Hold** button to put the current call on hold.
- 2 Press the **Access** button for the incoming call. For Model 2101, press the **Toggle** button.
- 3 To toggle between the two calls, put the current call on hold and then press the **Access** button for the call you want. For Model 2101, press the **Toggle** button.

---

## Speed Dialing

This section describes two types of speed dialing:

- **One-Touch Speed Dials** — With this type of speed dialing, a telephone number (internal or external) is mapped to a dedicated Access button on your phone. Pressing the button dials the call.

One-touch speed dialing is available on the Business phones (Models 2102 and 3102), but not on the Basic phones (Models 2101 and 3101).

- **Personal Speed Dials** — With this type of speed dialing, a number (internal or external) is mapped to a feature code value. To use a personal speed dial, you press the **Feature** button and enter the appropriate feature code.

Feature codes 601 through 609, inclusive, are available, which allows you to create up to 9 personal speed dials. Personal speed dials allow speed dialing on phones that do not have Access buttons.

Personal speed dials are available on all VCX telephone models.

Note that, a configured one-touch speed dial is also mapped to a feature code (the speed dial number mapped to the first speed dial Access button is also mapped to feature code 601, the speed dial number mapped to the second speed dial Access button is also mapped to feature code 602, and so on). This means that on a phone with four configured speed dial numbers, you can dial a speed dial number by either pressing an Access button or entering a feature code.

This section describes how to set up speed dialing through the TUI. You can also enable speed dialing through the VCX User Interface. See

[Chapter 10](#) for information on accessing the VCX User Interface; see the online Help for information on creating speed dials.

Note that the two interfaces are synchronized. A speed dial created or modified in one interface appears in the other interface. A speed dial deleted in one interface is deleted in the other interface.



*Your administrator can configure speed dial numbers for your phone. You can reassign these administrator configured speed dials unless the administrator has optionally enabled BLF (busy light flashing) for a speed dial. During speed dial configuration, the administrator can enable BLF for the status light associated with the speed dial button. When the user assigned to that speed dial button is on a call, the status light is lit. If the administrator has enabled the BLF for a speed dial, you cannot reassign a different number for that speed dial.*

## Configuring Speed Dial Numbers

You set up speed dialing through the TUI using the **Program** button. Refer to the chapter that describes the buttons and controls on your phone for the location of the available speed dial Access buttons.

To configure a speed dial number using the **Program** button and the **Speed Dial** menu:

- 1 Press the **Program** button (or press **Feature + 410**).

The Main menu appears.

- 2 Press **[3]** to access the Speed Dial menu.

The Display Panel lists the first speed dial:

```
Speed dial 1:
```

If the speed dial is already configured, the Display Panels show the configured number, for example:

```
Speed dial 1:
```

```
1001
```

To locate the speed dial number you want to configure, press the speed dial number (1 through 9) or use the up and down scroll buttons



*If you assign a number to a speed dial that does not have a corresponding Access button, you can speed dial the number only by entering the appropriate feature code.*

To replace an existing speed dial number, use the second soft button to delete each digit.

- 3 Press the second soft button under the Display Panel (or press #), then enter the number you want to associate with this speed dial. Include all prefix numbers that you would normally dial, such as a **9** or **8** or **1** to access an outside line, and, if necessary, the country code or area code.
- 4 To store the number, press the **OK** button (or press #).

Alternatively, you can directly configure a speed dial number with a speed dial Access button:

- 1 Press the **Program** button (or press **Feature + 410**).

The Main menu appears.

- 2 Press [**3**] to access the Speed Dial menu.
- 3 Press the speed dial Access button you want to configure.
- 4 Enter the number you want to associate with this button. If a number is already configured for this button, you can enter a different number.
- 5 To store the number, press the **OK** button (or press #).



*Make sure you write the name of the person whose number you have stored and the corresponding **Speed Dial Access** button or feature code.*

## Dialing Speed Dial Numbers

The method you use to dial a configured speed dial number depends on your phone and whether or not the number is mapped to a speed dial Access button.

To dial a number configured as a speed dial on a VCX phone with one or more speed dial Access buttons, press the appropriate button. If the number is not associated with a button, use the next procedure.

To dial a configured speed dial number on any VCX phone:

- 1 Pick up the handset (if you want to use your phone's speaker, go to step b).
- 2 Press **Feature**.
- 3 Enter the feature code associated with the number you want to dial.

For example, if the number you want to speed dial is mapped to `speed dial 2`, enter the following through the TUI:

**Feature + 602**

Alternatively, you can skip pressing the Feature button and enter:

**\*601\*2**

Note that, with this syntax, you *cannot* enter **\*602**.

You can also use the following method to dial a speed dial number on any VCX phone:

- 1 Press the **Program** button (or press **Feature + 410**).

The Main menu appears.

- 2 Press **[3]** to access the Speed Dial menu.

The Display Panel lists the first speed dial, for example:

```
Speed dial 1:
```

```
1001
```

Use the up and down scroll buttons to locate the speed dial number you want to dial.

- 3 Press the first soft button under the Display Panel.

Your phone dials the number.

You can also press the second soft button under the Display Panel to enter edit mode. A blinking cursor appears under the first digit in the displayed speed dial number allowing you to modify the number. Press **#** to save the number and exit edit mode.

To exit the speed dial list in the Display Panel, press the third soft button.

In addition to using the Program menu to list speed dial numbers, you can view the speed dial numbers configured on your phone by pressing **Feature + 463**.

---

## Call Forwarding

This section describes how to enable and use call forwarding features set up through the TUI using feature codes (see [Chapter 8](#)). You can also configure and enable call forwarding through the VCX User Interface. See [Enable Call Forwarding](#).

You can use the TUI on your phone to specify:

- Where you want your call to be forwarded
- The condition that results in the system forwarding a call:

- **Ring No Answer** — Redirects incoming calls to another destination when your phone rings for a configured time period (the default is 20 seconds). You can forward all unanswered calls by entering the **Ring No Answer** feature code (466) and then entering the number to which you want the calls forwarded.
- **Busy Line** — Redirects incoming calls to another destination when your phone is busy. If you have multiple lines, busy means that all lines are in use. You can forward all calls that come in when your lines are busy by entering the **Busy Line** feature code (467) and then entering the number to which you want the calls forwarded.
- **All Calls** — Redirects incoming calls to another destination unconditionally. Use this feature, also called Forward Universal, when you plan to be away from your phone for an extended period of time. You can forward all unanswered calls by entering the **Forward Universal** feature code (465) and then entering the number to which you want the calls forwarded.



*If your telephone is part of a bridged extension, see [Call Forward, Forward to Voice Mail, and Bridged Line Calls](#) for additional information.*

You can also use the VCX User Interface to configure Call Forward, Fall Back to Coverage. When you enable this feature, a forwarded call that is not answered at the forwarding destination falls back to your extension's coverage (either voicemail or Auto Attendant). See [Enable Call Forwarding](#).

### Call Forward Ring No Answer

To forward your calls to another extension when your extension is not answered:

- 1 On phones with a **Program** button, press the button to display the Main menu, then press **4** to select Call Features.

Alternatively, you can press **Feature + 466** to access the Main menu on any VCX phone.

- 2 Press **4** to select Forward Ring No Answer.
- 3 Use the keypad to enter the phone number to which you want to forward your calls.
- 4 Press **OK** (or press **Feature + 120**).

To disable **Call Forward Ring No Answer**, repeat step 1.

**Call Forward Busy Line** To forward your calls to another extension when all your lines are busy:

- 1 On phones with a **Program** button, press the button to display the Main menu, then press **4** to select Call Features.

Alternatively, you can press **Feature + 467** to access the Main menu on any VCX phone.

- 2 Press **3** to select Forward Busy.
- 3 Use the keypad to enter the phone number to which you want to forward your calls.
- 4 Press **OK** (or press **Feature + 120**).

To disable **Call Forward Busy Line**, repeat step 1.

**Call Forward Universal** To forward all your calls to another extension:

- 1 Perform one of the following steps on your telephone:
  - a On phones with a **Program** button, press the button to display the Main menu, press **4** to select Call Features, then press **2** to select Forward Universal.
  - b Press the **Call Forward** button (Model 3102 and Model 2102).
  - c Press **Feature + 465** (all phones).
- 2 Use the keypad to enter the phone number to which you want to forward your calls.
- 3 Press **OK** (or press **Feature + 120**).

To disable call forwarding, repeat step 1.

---

## Call Park

Use the Call Park feature to place a call in a holding pattern and make it available for you or for another user to pick up from any telephone on the system by dialing the Call Park extension.

The Call Park feature is useful when the recipient is elsewhere in the building or you want to continue a call on another telephone and transferring the call does not give you enough time to retrieve it.

When you park a call, you assign it a Call Park extension, which you (or another user) use to retrieve it. The default Call Park extension numbers

are 800 through 899 inclusive. Ask your administrator to verify the Call Park extensions for your location. If the specified Call Park extension is in use or if no extension is specified, VCX selects the next available Call Park extension.

A call remains parked for 5 minutes. This default value can be adjusted by your administrator. If the call is not answered 5 minutes after it is parked, the user who parked the call is called back. If the user is not available, the parked call is forwarded to the user's call coverage point.



*If your telephone is part of a bridged extension, see [Call Park and Bridged Line Calls](#) for additional information.*

To park a call:

- 1 While you are on a call, press the **Call Park** button or press **Feature + 444**. The Display Panel shows a default Call Park extension.
- 2 Press the **Call Park** button (or press **Feature + 120**) to park the call using the default extension, or use the telephone keypad to enter a Call Park extension from the list of extensions at your location.
- 3 Notify another user about the parked call.
  - a Select an Access button for outgoing calls and dial the user's extension.
  - b When the call is answered, tell the user the Call Park extension number, for example 818.
  - c Hang up.  
The user dials the Call Park number and the system connects the call automatically.
- 4 To retrieve a parked call yourself:
  - a Pick up the handset of any telephone on the system.
  - b Dial the Call Park extension that was assigned to the call.  
The system connects you to the parked call.

---

## Directed Call Pickup

Use the Directed Call Pickup feature to answer a call that is ringing on another telephone. This feature is best arranged in advance when you and another user know that it would be convenient or necessary to answer calls ringing on that user's telephone.

You can answer a call that is ringing on another telephone only if you and that user both are members of the same Call Pickup group. Your administrator configures call pickup groups and can tell you your group security code number.



*If your telephone is part of a bridged extension, see [Directed Call Pickup and Bridged Line Calls](#) for additional information.*

To answer a call that is ringing on another user's telephone:

**1** Pick up your handset.

**2** Press **Feature + 455**.

The Display Panel prompts you to enter your group security code.

**3** Enter the your group security code.

The Display Panel prompts you to enter the extension of the ringing phone.

**4** Enter the extension number.

Alternatively for steps 2, 3, and 4, you can enter feature code (455), group security code, and the extension of the ringing phone in the following format:

**\*455\*<group code>\*<extension>**

The call is directed to your telephone.

---

## Silent Monitor and Barge In

The VCX system supports Silent Monitor and Barge In. These two features are typically used in call centers to allow supervisors to listen to (monitor) and optionally join (barge in) a conversation between an agent and a customer to ensure proper customer support. Unless the supervisor barges in, neither the agent or the customer are aware that the supervisor is monitoring the call.

To invoke Silent Monitor, the supervisor enters a feature code followed by the extension to be monitored (see [Monitoring a Call](#)). The supervisor, in this case, is defined as a user who is allowed to invoke the Silent Monitor feature for that particular extension. Permission to monitor one or more extensions is configured through the VCX Administrator Interface (see the *VCX Administrator Guide*). If a user attempts to monitor an extension without permission, the user hears an error tone and the LCD shows `Unauthorized`.



If a supervisor attempts to monitor an agent's extension, the supervisor phone LCD will display the error message `no calls to supervise if`:

- The agent is not logged in.
- The agent is not on a call.
- The agent is currently monitored by another supervisor.

While in Silent Monitor mode, the supervisor can join the conversation by entering the feature code for Barge In. After barging in, the supervisor can return to Silent Monitor mode by reentering the Silent Monitor feature code. See [Barging In](#).

Note the following Silent Monitor and Barge In feature conditions and restrictions:

- Multiple supervisors cannot monitor the same extension at the same time.
- If an agent parks a monitored call, initiates a conference, or transfers the call, the supervisor will be disconnected from the session.
- If a supervisor attempts to park, conference, or transfer a monitored call, the action will be ignored and the Display Panel shows `Not supported operation`.
- If a customer or agent terminates a monitored call by hanging up, the supervisor will be disconnected from the session.
- Supervisors cannot monitor conference calls.
- The agent, the customer, and the supervisor can place a monitored call on hold. The results depend on who places the call on hold and whether or not Music On Hold (MOH) is enabled.
- Multi-site monitoring is not allowed. The agent and the supervisor must belong to the same site.
- If the VCX call processor fails during an established silent monitoring or barge in session, the audio is not affected. However, none of the parties in the call can invoke mid-call features.
- The supervisor can monitor a Hunt Group call by selecting the member's extension, not the Hunt Group's extension.
- Bridge line connected calls can be monitored by selecting the extension of the connected party (primary or secondary, depending on who is connected).

**Monitoring a Call** Silent Monitor allows a supervisor to listen to calls that come in to an agent's extension. The supervisor must be granted explicit permission by the VCX administrator to monitor one or more extensions. If you have been granted monitoring privileges, your administrator will give you a list of the extensions you can monitor.

To monitor a call on an agent's extension by entering a feature code:

- 1 Pick up the handset.
- 2 Press **Feature + 425**.
- 3 Enter the extension of the agent you want to monitor and press **#**.

Alternatively you can combine steps 2 and 3 by using the following single command after picking up the handset:

**\*425\*<extension>**

For **<extension>**, you can either enter the phone extension of the agent, press a speed dial button mapped to that extension, or press a bridge line button mapped to that extension.

You can also monitor a call by pressing **Program + 4 + 1** followed by the extension to be monitored, then press **#**.

To terminate participation in a monitored call, hang up. This has no effect on agent-customer communication (the agent-customer session remains active).

If you want to join a monitored call, see the following section, [Barging In](#).

**Barging In** Barge In allows a supervisor to speak to the agent and customer during a monitored call. While you are silently monitoring a call, your phone shows `Barge In` in the lower right corner of the Display Panel. If you barge in to the call, the display changes to `SilentM`.

You can use Soft button 3 (the button just below `Barge In` or `SilentM`) to toggle between silent monitor mode and barge in mode.

Alternatively, to barge in when you are monitoring a call, press **Feature + 428**. To return to silent monitor mode, press **Feature + 425**.

To terminate participation in a barged in call, hang up. This has no effect on agent-customer communication (the agent-customer session remains active).

## Remote Call Forward

The Remote Call Forward feature allows you to configure the forwarding options of a phone from another phone in the network. This is useful if, for example, a person A is on vacation and all of person A's calls must be forwarded to person B. This feature enables person B to configure Call Forward Universal on the source phone (person A).

The VCX administrator must authorize use of the Remote Call Forward feature. For example, if the administrator authorizes you to change person A's forwarding options, you can enter a feature code (468) and redirect person A's calls to any other extension, including your own.

When successfully configured, the remote (destination) phone's LED (if available) will flash for all forwarded calls, and the LCD will also display a call forward message.

To remotely enable a phone to forward calls to another extension:

- 1 Pick up the handset.
- 2 Press **Feature + 468**.

The Display Panel prompts you to enter the remote phone number.

- 3 Enter the extension of the phone whose calls you want to forward and press #.

The Display Panel prompts you to enter the extension of the phone that will receive the forwarded calls.

- 4 Enter the extension of the phone that will receive forwarded calls and press #.

Alternatively, you can combine steps 2, 3, and 4 by entering the following command:

```
468<source extension>*<destination extension>
```

Remote call forwarding can be disabled either on the phone that set up remote call forwarding or on the extension whose calls you no longer want to remotely forward.

For example, extension 1001 has used feature code 468 to specify that all of extension 1000's calls be forwarded to extension 1002. You can disable remote call forwarding on extension 1000 or 1001:

- On extension 1001:

- a Press **Feature + 468**.
- b Enter the extension whose calls you no longer want to remotely forward (in this case, 1000) and press **#**.  
The Display Panel shows the extension of the phone receiving the forwarded calls (in this case, 1002).
- c Delete the extension number by pressing Soft button 3, followed by Soft button 2, then press **#**.
  - On extension 1000, press **Feature + 465**.

---

## Hunt Groups

Your administrator can establish formal and informal call centers so that incoming calls can be directed to several telephones that have been associated into hunt groups.

A call center is a general term that refers to any system that accepts incoming calls to a site, ensures that those calls are sent to the proper destination within the site, and manages database records on call activity and distribution. The call center can be used, for example, as a help desk, a reservations counter, an information hotline, or a customer service center.

Incoming calls that arrive at your company can go either to:

- Your extension and the call coverage point you have set up (see [Configuring a Call Coverage Point](#)).
- A hunt group that follows the call coverage path assigned by an administrator for that group.

A hunt group is a group of VCX phone extensions that are configured under a virtual extension. An incoming call to the virtual extension rings on the phone of one hunt group member. If that member's telephone is in use, or if that member does not answer the call, the system "hunts" for another member of the group until the call is answered or is forwarded to the group call coverage point. For example, if there are no available members of the hunt group, the call might be forwarded to a group mailbox or to the receptionist.

An administrator can configure a hunt group in which all members are fax machines. Incoming faxes are routed to an available fax machine. Depending on the type of hunt group configured, if no fax machine is

available, pending faxes may be queued until a machine becomes available or they may be sent to the call coverage point.

The method used to hunt for an available hunt group member is determined by an administrator-configured call coverage pattern for that group. Pattern types include linear, circular, and calling groups. These patterns are described in [Hunt Group Types](#).

If you are a member of a hunt group, your administrator should provide the following information:

- The type of hunt group to which you belong. The hunt group type determines the ringing pattern followed by incoming calls. See [Hunt Group Types](#).
  - Your hunt group number. You need this number to log in to the hunt group. You must be logged in to receive calls directed to the hunt group. See [Logging In to a Hunt Group](#).
- You can be a member of, and logged in to, multiple hunt groups, which may be of different hunt group types.

As a hunt group member, you should also be aware of how hunt group calls work with other VCX phone features, such as call conferencing). See [Hunt Group Interaction With Other Features](#).

## Hunt Group Types

The type of hunt group to which you belong determines how incoming calls are allocated to group members. Your administrator can configure a linear hunt group, a circular hunt group, and a calling group.

To illustrate the differences between hunt group types, assume the administrator has configured four members for each type: A, B, C, and D. Note that a member must be logged in to both the VCX system and the hunt group to receive a call.

- **Linear Hunt Group** — An incoming call always rings at the first member phone of the group, then, if the call is not answered, at the phone of the next member in the group list.
- For example, if A, B, C, and D are all available, an incoming call will always ring first at member A's extension. If A does not answer, the call is routed to member B's extension, and so on until the last member of the group is reached. If no member is available, the call is routed to the call coverage point immediately. When the total timeout

value configured for the group is reached or the last hunt group member fails to answer (whichever happens first), the call is routed to the call coverage point (see the discussion of timeout values and call coverage points later in this section).

- **Circular Hunt Group** — An incoming call rings at the member phone following the member to whom the last call was routed. If the call is not answered, the call rings at the phone of the next member in the group list.

For example, if A, B, C, and D are all available and member B received that last call, the next call will ring at member C's extension. If C does not answer, the call is routed to member D's extension, and so on until the total timeout value for the group is reached (see the discussion of timeout values later in this section).

- **Calling Group** — An incoming call simultaneously rings on all member phones that are logged in, even if a member is on another call.

For example, if A, B, C, and D are all available, an incoming call will ring simultaneously at all four extensions until the total timeout value for the group is reached (see the discussion of timeout values later in this section).

For each hunt group type, your administrator configures two timeout values:

- **Device Timeout** — Specifies how long the VCX call processor rings at one extension before moving to the next extension if there is no answer.
- **Total Timeout** — Specifies how long the VCX call processor attempts to make a connection within the hunt group before directing the call to the hunt group's default call coverage point. The administrator can configure the call coverage point to be:
  - A voice mailbox
  - Another hunt group
  - An individual extension
  - An Auto Attendant number
  - An external phone number

Ask your administrator for information on timeout values and your hunt group's default call coverage point.

[Table 10](#) summarizes how the three hunt group types route incoming calls.

**Table 10** Hunt Group Behavior

Condition	Linear Hunt Group Result	Circular Hunt Group Result	Calling Group Result
No members	Go to call coverage.	Go to call coverage.	Go to call coverage.
All members logged out	Go to call coverage.	Wait for a member to log in or until total timeout reached.	Go to call coverage.
All members busy	Go to call coverage.	Wait for a member to become available or until total timeout reached.	Queue the call and wait for an available member or until total timeout reached.
(continued)			
All members available	Route call to first member in the list.	Route call to the member following the member to whom the last call was routed.	Ring all member phones.
Total timeout reached	Go to call coverage.	Go to call coverage.	Go to call coverage.



*Hunt Group calls routed to a call coverage point always go to the point configured for the Hunt Group, not to the point configured for (or by) the Hunt Group member (that is, the members personal call coverage point). If the member has Do Not Disturb enabled, personal (non-Hunt Group) calls go to the call coverage point. However, Hunt Group calls always ring on a member's phone, regardless of the Do Not Disturb setting.*



*If your telephone is part of a bridged extension, see [Hunt Groups and Bridged Line Calls](#) for additional information.*

**Logging In to a Hunt Group**

When your administrator gives you your hunt group membership information, you can log in to your hunt group (or groups if you have been assigned membership in multiple groups). You must be logged in to a hunt group to receive calls for that group.



*You must be logged in to your VCX system account before you can log in to a hunt group. If you are not logged in to the VCX system, which requires password authentication, you cannot log in to a hunt group. See the overview section for your phone in this guide.*

You log in to a hunt group by entering feature code followed by hunt group number. If you are already logged in, entering the same feature code and hunt group number logs you out. You can also log in to and log out of a hunt group through the VCX User Interface (see [Viewing Hunt Group Membership and Status](#)).

To log in to a hunt group using a feature code:

**1** Press **Feature + 971**.

The Display Panel shows a prompt requesting a hunt group number.

**2** Enter the hunt group number, then press **#**.

The Display Panel indicates that your hunt group login status has changed.

Alternatively, you can combine steps 1 and 2 by entering the following single command:

```
971<hunt group number>
```

You can also log in to a hunt group by pressing **Program + 4 + 8** followed by the hunt group number, then press **#**.

You can display all the hunt groups you are currently logged in to by pressing **Feature + 972** (see [Viewing Hunt Group Membership and Status](#)).

### Hunt Group Interaction With Other Features

This section describes how participation in a hunt group interacts with other VCX phone features. Note the following considerations:

- A hunt group call can be added to a conference. The member receiving the call can conference with another extension or with another hunt group. Both announced and unannounced conferences are supported (see [Setting up a Conference Call](#)).
- A hunt group call can be put on hold and taken off hold without losing the caller.
  - If a hunt group member puts a call on hold, that member can receive other calls.
  - A hunt group caller on hold will hear hunt group Music On Hold.
- A hunt group call can be parked and then picked up by any user on the same site.



- If the VCX phone has Hands Free enabled, an incoming call to a hunt group will not be picked up automatically.
- A hunt group member's personal phone settings (for example, Call Forward, Call Coverage point, and Do Not Disturb) are not invoked on Hunt Group calls
- An external call to a private user (someone not in the hunt group) can be transferred to a hunt group.
- Both attended and unattended call transfers are allowed for calls to a hunt group or from a hunt group.
- After reaching an Auto Attendant, a caller can enter a hunt group extension and be transferred to a Hunt Group.
- Internal and external callers that are forwarded to voice mail can leave a message and navigate through the voice mail options.
- If a hunt group call is routed to a voice mailbox or Auto Attendant call coverage point but the routing fails (for example, because no ports are available), the call is requeued for the hunt group.
- Each time a call is put back in a hunt group queue, it is treated like a new call.
- If you are a member of one or more hunt groups, the phone message button acts as a MWI for the hunt group voice mailbox even if you are not logged in to the hunt group. Pressing the message button displays a menu which shows number of new messages in each mailbox, including your personal mailbox. You can use the arrow navigation keys to locate a voice mailbox. Press the message button to access the selected mailbox.

**Viewing Hunt Group Membership and Status**

You can use the TUI to view the hunt groups you belong to and your current login status for each group.

To view hunt group information enter the following feature code:

**Feature + 972**

The Display Panel on the phone displays the hunt groups you belong to and your current status.

Use the up and down scroll buttons to navigate through the hunt group list. The first line displays the name and number of the hunt group. The second line displays your current status.

- Press soft button 1 below the Display Panel to change your current login status.
- Press soft button 2 or 3 below the Display Panel to exit from the hunt group display.

When you change your login status, the Display Panel shows `HuntGroup Status Changed`. If you are logged into multiple phones using the same phone number, this message appears on all phone displays. While this message appears in the Display Panel, press soft button 1 to display the hunt group list (same effect as pressing **Feature + 972**).

You can also use the VCX User Interface to view the hunt groups you belong to and your current login status for each group.

# 10

## USING THE VCX USER INTERFACE

This chapter describes how to access the VCX User Interface application. It also provides a description of the options available to manage your user account and VCX telephone from this web-based application. Features that require configuration through the application and, subsequently, on the telephone itself are described in more detail.



*Your administrator determines whether the features in this chapter are available for your telephone or for the entire system. Some of these features may not be available to you.*

This chapter includes the following topics:

- [Accessing the VCX User Interface](#)
- [VCX User Interface Overview](#)
- [Enable Call Forwarding](#)
- [Configuring a Call Coverage Point](#)
- [Enabling Bridged Extensions](#)
- [Logging Out](#)

## Accessing the VCX User Interface

You can use the VCX User Interface to access and manage advanced VCX telephone features, change your web login password, and modify your personal account information.

The VCX User Interface is a web-based application. Before you begin, obtain the following information from your system administrator:

- Web login username
- Web login password
- Web address (URL) for the VCX User Interface



*Your browser must have cookies and Java script support enabled to start a VCX User Interface provisioning session.*

To log in to the VCX User Interface:

- 1 In your web browser's address bar, enter the VCX User Interface web address and press **Enter**.
- 2 On the Welcome window, click **VCX™ User Interface**. The Login dialog box appears.

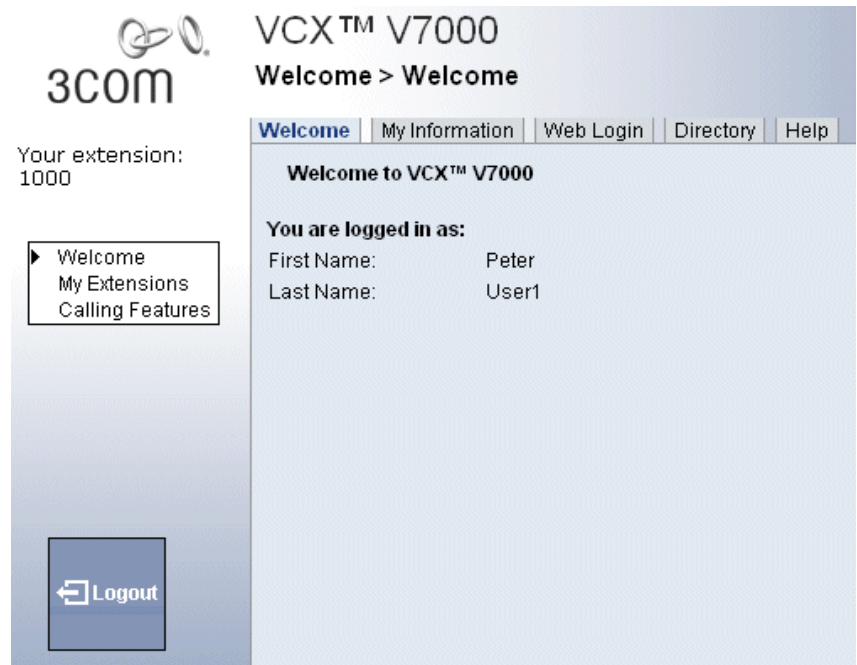
**Figure 10** Login Dialog Box

A screenshot of a web-based login dialog box. The dialog has a light blue background and a title bar with the word "Login" in bold. Below the title bar, there are two text input fields. The first is labeled "Username:" and the second is labeled "Password:". Below the password field, there are two buttons: "Submit" and "Reset".

Login	
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Submit"/>	<input type="button" value="Reset"/>

- 3 In the **Username** field, type your web login name.
- 4 In the **Password** field, type your web login password.  
To clear the username and password fields, click **Reset**.
- 5 Click **Submit**.

The VCX User Interface displays the Welcome window. See [Figure 11](#).

**Figure 11** VCX User Interface Welcome Window

## VCX User Interface Overview

The Welcome window shown in [Figure 11](#) illustrates the general structure of the VCX V User Interface.

The left column displays four options:

- **Welcome**
- **My Extensions**
- **Calling Features**
- **Log Out**

Each option (except **Log Out**) is associated with a set of tabbed pages shown on the right side of the window. When you select an option, the set of tabbed pages changes. Click on a tab to display its contents.

Each tabbed page includes a text box that describes the purpose of the page. Each text box also includes a **Help** button. If you need more

information on a page, click **Help** to launch the VCX User Interface online Help system.

The following list provides a brief description of the features you can manage on each tabbed page. For detailed information, refer to the online Help. Note that some features must be enabled on the phone after configuration in the VCX User Interface. These features are noted in the list.

### ■ **Welcome**

- **Welcome** — Provides an initial welcoming page that can include current system information, such as mailbox capacity, and the number of new and saved messages.
- **My Information** — Displays name and address information that you can modify as necessary.
- **Web Login** — Allows you to change the password you use to access the VCX User Interface.
- **Directory** — Allows you to search a directory of other system users to find name and extension information. The directory can be either local (users whose phones are connected to the same VCX call processor) or global (all the users in a multi-site enterprise that includes regional, branch, and local offices). Search criteria can include first name, last name, extension, or location. If you do not enter search criteria, all users are displayed.

### ■ **My Extensions**

- **Call History** — Allows you to view the call history for your phone, for example, the calling and called parties, and call duration.
- **Ring Patterns** — Enables you to set distinctive ringing tones to identify the source (internal, external, or private) incoming calls.
- **Bridge Permissions** — Enables you set up your extension so that other users can receive your calls on their phones. After configuring bridge permissions through the VCX User Interface, see [Enabling Bridged Extensions](#) for additional information.
- **Bridge Mappings** — If someone has bridged an extension to your phone, you can map button 4 or 5 to the other extension. After configuring mappings through the VCX User Interface, see [Enabling Bridged Extensions](#) for additional information.



*You should not bridge an extension to a Basic phone (Models 2101 or 3101) because these phones have no programmable access buttons. Therefore, a Basic phone has no way of distinguishing a call to its extension and a bridged call.*

- **Registrations** — Lists all phones on which you are currently logged in.
- **Passwords** — Enables you to set the login password for your phone extension. This password is also used for mailbox access and must be synchronized with IP Messaging (see the VCX User Interface online help)
- **Date/Time** — If you log in to a phone in another time zone, you can use this option to update the VCX system with your current time zone information. Also allows you to change the date/time format, which is initially set by your administrator.
- **Calling Features**
  - **Speed Dialing** — Allows you to set up speed dial codes for up to 9 phone numbers.
  - **Call Forwarding** — Allows you to control how the VCX system handles your calls when you do not answer a call, your extension is busy, or your calls are forwarded to another extension. See [Enable Call Forwarding](#) for additional information.
  - **Call Coverage** — Allows you to set your default call coverage point. The configured call coverage point determines the destination of a call that is either not answered in time, or cannot be answered because the destination is busy or unreachable (logged out, or disconnected from the network). The default destination for unanswered calls is voice mail. See [Configuring a Call Coverage Point](#).
  - **Selective Ringing** — Enables you to set distinctive ringing tones to identify individual callers.
  - **Privacy** — Allows you to control whether the VCX system sends your Caller ID when you make a call.
  - **Call Restrictions** — Allows you to block incoming and outgoing calls that match specified patterns.
  - **Hunt Groups** — Allows you to view the hunt groups you belong to and your current login status for each group.
  - **Log Out** — Ends your VCX User Interface session. See [Logging Out](#).

---

## Enable Call Forwarding

This section describes how to enable and use call forwarding features set up through the VCX User Interface.

You can also configure and enable call forwarding through your phone's Telephone User Interface (TUI). See [Call Forwarding](#).

You can use the VCX User Interface to set:

- How long (in seconds) your telephone rings before the system forwards unanswered calls
- Where you want your call to be forwarded
- The condition (or conditions) that result in the system forwarding a call:
  - **Ring No Answer** — Redirect incoming calls to another destination when your phone rings for a configured time period (the default is 20 seconds).
  - **Busy Line** — Redirect incoming calls to another destination when your phone is busy. If you have multiple lines, busy means that all lines are in use.
  - **All Calls** — Redirect incoming calls to another destination unconditionally. Use this feature when you plan to be away from your phone for an extended period of time. Also referred to as Call Forward Universal.
  - **Fall Back** — Return forwarded calls to your call coverage point if the forwarding destination does not answer. When you enable this Call Forward, Fall Back to Coverage feature, a forwarded call that is not answered at the forwarding destination falls back to your extension's coverage. This call coverage point must be either voice mail or Auto Attendant (the call cannot fall back to another extension or to no coverage; see [Configuring a Call Coverage Point](#)).

For example, a call to extension A gets forwarded to extension B if extension A is busy. Extension A has also enabled the Fall Back option. Extension A receives a call that gets forwarded to extension B. However, extension B is also busy. Instead of sending the call to extension B's coverage point or call forwarding destination, VCX returns the call to extension A's voice mail or Auto Attendant.





*You can configure the Call Forward, Fall Back to Coverage feature through the VCX User Interface only. This feature cannot be configured through the TUI.*

To set up call forwarding, log in to the VCX User Interface, select the **Calling Features** option, then access the **Call Forwarding** tabbed page. Enable the appropriate forwarding conditions and click **Save**.

If you configure and enable any call forwarding option through the VCX User Interface, the option becomes effective the next time your phone registers with the VCX call processor (ask your administrator about registration intervals).



*Your administrator may prevent you from configuring Call Forward All, Call Forward Ring No Answer, or Call Forward Busy to an external (outside the enterprise) number. See your administrator for information.*

---

## Configuring a Call Coverage Point

A call coverage point determines how the VCX system treats an unanswered call. A call is considered unanswered for the following reasons:

- The call rings and is not answered before the call coverage ring timeout value is reached. The default timeout value is 20 seconds.

Note that Call Forward settings take precedence over Call Coverage Point settings. Furthermore, the Call Forward - Ring No Answer feature also has a ring timeout value. The default timeout value for this feature is also 20 seconds. The Ring No Answer timeout value has priority over the call coverage timeout value. If the Ring No Answer timeout value is greater than the coverage timeout value, the coverage timer is ignored so the call can be forwarded to the Call Forward destination.

- The call cannot be answered because the destination is busy or unreachable (logged out, or disconnected from the network).

The default call coverage point is voice mail. However your administrator can specify a different default for all subscribers, or you can set your own call coverage point. There are four possible call coverage points:

- Voice mail (the default)
- The Auto Attendant
- A telephone number (internal or external)

- No coverage

If the no coverage option is selected and a call is not answered, the caller will hear a busy tone or an error message depending on the reason for the unanswered call.



*If you enable Do Not Disturb on your phone, calls will automatically go to the call coverage point, which may or may not be voice mail.*

The call coverage point must be set through the VCX User Interface (or the Administrator Interface). It cannot be set through the TUI.

---

## Enabling Bridged Extensions

This section describes how to enable and use bridged extensions set up through the VCX User Interface.

The VCX system allows you to set up your extension so that other users can receive your calls at their phones. Through the VCX User Interface, you can grant permission to up to four other users to receive calls intended for your extension; that is, you are “bridging” your extension to their phones.

The bridged phone is sometimes referred to as the primary phone. The phone receiving bridged calls is sometimes referred to as the secondary phone.

A bridged extension is typically used by an administrative assistant (the secondary phone) to accept calls for one or more managers (primary phones). Or one manager (primary phone) may be monitored by multiple assistants (secondary phones).

Bridging an extension requires three steps:

- 1 On the phone whose extension you want to bridge (for example, extension 1000):
  - a Log in to the VCX User Interface, select the **My Extensions** option, then access the **Bridge Permissions** tabbed page.
  - b Specify the extension (for example, extension 1001) that you want to receive a bridged call and click **Add**.



*The bridged phone can identify up to four phone numbers to bridge with, but the number of extensions it can actually bridge is determined by the maximum number of contacts that the system administrator has set up for the phone, which may be less than four.*

- 2 On the phone that will receive a bridged call (in this example, extension 1001):
  - a Log in to the VCX User Interface, select the **My Extensions** option, then access the **Bridge Mappings** tabbed page.
  - b Map the bridged extension (in this example, extension 1000) to an System Appearance (SA) button (either SA 4, SA 5, or both buttons) and click **Save**.



*You should not bridge an extension to a Basic phone (Models 2101 or 3101) because these phones have no programmable buttons. Therefore, a Basic phone has no way of distinguishing a call to its extension and a bridged call.*

- 3 For the bridged line settings to take effect, the phone must retrieve the new settings from the VCX server. By default, phones check the VCX server for new information every 60 minutes (the phone registration interval). To retrieve bridged line settings, you can use one of the following options:
  - Wait for the phone registration interval to expire (60 minutes or less, depending on when the last registration occurred).
  - Press **Feature + 335** to force the phone registration to happen immediately.
  - Log off and then log on to the phone.

In this example, an incoming call to extension 1000 will also ring on extension 1001 on line 4 or on line 5 (or both lines) depending what you selected in step 2b.

The primary phone user can make calls on a bridged line. The secondary phone user can answer calls that are made to the primary phone's extension but cannot make calls using the buttons that are associated with the primary telephone. (In fact, the buttons on the secondary phone associated with the primary phone function as speed dial buttons to the primary phone.) Both users can use VCX features to manage bridged calls. For example, bridged calls can be transferred, put on hold, or forwarded to voice mail. However, because multiple phones are involved, you should note the considerations discussed in [Bridged Line Interaction with Other Features](#).

When an extension is bridged, SA buttons (4 or 5) and status lights on the secondary phone are associated with Bridged System Appearance

(BSA) buttons and status lights on the primary phone. Lights on each phone indicate the state of each bridged line:

- If the light is off, the bridged line is available for use on the primary phone.
- If the light is on, the bridged line is in use by either a primary phone user or a secondary phone user.
- If the light blinking quickly, the bridged line is ringing on all primary and secondary phones.
- If the light is blinking slowly on both phones, the line has been put on hold by either the primary phone user or a secondary phone user. This indicates a shared hold state. The line can be picked up by any phone mapped to this bridged line.

Both primary and secondary users can be logged in to multiple phones. For example, an administrative assistant (secondary user) can be logged in to four phones and monitor a manager from any phone as long as all the secondary phones are configured with the same extension. Or, a manager may be logged in to multiple phones and monitored by an assistant logged in to one or more phones. In any case, the total number of logged in primary and secondary phones cannot exceed five.

For the current release, the primary and secondary phone (or phones) must be located on the same site.

Your administrator can also set up bridged extensions. In this case, fields on your **Bridge Permissions** and the **Bridge Mappings** tabbed pages have preassigned values.

### **Bridged Line Interaction with Other Features**

Calls to a bridged extension can be managed, by a primary user or a secondary user, like non-bridged calls. For example, bridged calls can be parked, put on hold, transferred, or conferenced.

A call to a bridged extension can be affected by call coverage points, call forwarding settings, and Do Not Disturb settings on the primary and secondary phones.

Calls to a bridged extension that are not answered always follow the call coverage point configured for the primary phone, or, if call forwarding is enabled, the appropriate call forward setting for the primary phone.

If all the bridge lines are in use, a call to the primary extension rings on a primary phone SA line and does not ring on the secondary phone. If all bridge lines and SA lines are in use on the primary, a call is forwarded to the Call Forward - Busy destination configured for the primary phone.

Topics in this section describe how bridged calls are handled when certain VCX features are invoked by the primary phone user, the secondary phone user, or both users.

### **Do Not Disturb and Bridged Line Calls**

If the primary phone enables Do Not Disturb and a call rings on a secondary phone, there is no call indication on the primary phone—the phone does not ring and the BSA light does not blink. Once the call is answered or put on hold, the primary phone's BSA light does indicate call status.

- If the primary phone enables Do Not Disturb, a call goes directly to the primary phone's call coverage point if:
  - All secondary phones have enabled Do Not Disturb
  - No secondary phone is available
- If the primary phone enables Do Not Disturb and no secondary phone answers the call, the call goes to the primary phone's Call Forward destination when the Call Forward - Ring No Answer ring timeout value is reached.
- If a secondary phone enables Do Not Disturb and other secondary phones are available (or the primary phone is available), the call rings on one of the other phones.
- If a secondary phone enables Do Not Disturb and no other secondary phones are available, the call rings on the primary and there is no indication of the call on the secondary phone.
  - If the primary does not answer, the call goes to the primary phone's Call Forward destination when the Call Forward - Ring No Answer ring timeout value is reached.
  - If the primary does answer or put on hold, the secondary phone's SA light does indicate call status.

If neither the primary phone or the secondary phones have Do Not Disturb enabled, a call rings on both phones.

- If the primary phone user presses the DND button while the call is ringing, it stops ringing and the BSA light stops blinking but continues to ring on the secondary. If the secondary does not answer, the call goes to the primary phone's Call Forward destination when the Call Forward - Ring No Answer ring timeout value is reached.
- If the secondary phone user presses the DND button while the call is ringing, it stops ringing and the SA light stops blinking but continues to ring on the primary. If the primary phone does not answer, the call goes to the primary phone's Call Forward destination when the Call Forward - Ring No Answer ring timeout value is reached.
- If the primary and secondary phone users both press the DND buttons while the call is ringing, it stops ringing and the SA light stops blinking on both phones. The call goes to the primary phone's Call Forward - Busy destination.

If the primary phone enables Do Not Disturb, a call rings on a secondary phone. If the primary phone user disables Do Not Disturb while the call is ringing, the call does not start ringing on the primary. Do Not Disturb is enabled only for subsequent calls. This is also true for a secondary phone user who toggles the Do Not Disturb setting while a call is ringing.

If the primary phone enables Do Not Disturb and a call comes in from a hunt group, the Do Not Disturb setting is ignored and the call rings on the primary. If a secondary phone enables Do Not Disturb and a call comes in from a hunt group to the primary phone, the call does not ring on the secondary phone.

### **Hands Free and Bridged Line Calls**

Enabling the Hands Free feature has the following effect on bridged calls:

- If the primary phone has Hands Free enabled, a call rings briefly on the secondary phone before it is automatically answered by the primary phone.
- If the secondary phone has Hands Free enabled, only calls made to the secondary's phone extension are answered Hands Free. Calls to primary phone are not answered Hands Free on the secondary phone; they appear as normal bridge calls.

### **Call Forward, Forward to Voice Mail, and Bridged Line Calls**

Enabling Call Forwarding and Forward to Voice Mail (or enabling both features) has the following effect on bridged calls:

- If the primary phone enables Forward to Voice Mail, calls ring once on the primary and secondary phones, and then go to voicemail.
- If the primary phone enables Call Forward Universal, calls to the primary go to the Call Forward Universal destination immediately and do not ring on the primary or secondary phones.
- If a secondary phone enables Forward to Voice Mail or Call Forwarding to another extension, these settings affect only calls to the secondary phone extension. A bridged call rings on both the primary phone and secondary phone.
- If a call is ringing on the primary phone and the secondary phone, and the primary phone user presses the Forward to Voicemail button, the call is forwarded to primary phone's voice mailbox and the secondary phone stops ringing.
- If a call is ringing on the primary phone and the secondary phone, and the secondary phone user presses the Forward to Voicemail button, call will continue ringing on both phones.

### **Call Transfer, Call Conferencing, and Bridged Line Calls**

Bridged calls can be transferred by either the primary phone or the secondary phone. The primary phone user and secondary phone user can also set up a conference with a bridged call.

If the primary phone is on a bridged call and presses the **Transfer** button, the primary phone user hears a dial tone. The user can then enter a telephone number to start attended or unattended call transfer. While the primary phone user enters the phone number, the calling party is put on hold. However, the light for BSA line on the secondary phone remains on (does not blink as it would for a non-bridged call on hold).

While on a bridged call, the primary phone user can also press a free SA line to transfer the call from a BSA line to a SA line. Or, a call connected on a SA line can be transferred from the SA line to its BSA line. A secondary phone user, however, can only transfer a call from an SA line to BSA line but cannot transfer a bridged call to an SA line.

Both primary and secondary phones can set up a 3-way conference call on a bridged line.

### **Call Park and Bridged Line Calls**

Either the primary phone user or the secondary phone user can park a call.

When either a primary or secondary phone user parks a call and the call park timeout value is reached (the default is 5 minutes), the parked call rings back only on the phone that parked the call. For example, if a primary phone user parks a bridged call to a Call Park extension and no one picks up the parked call, after 5 minutes the parked call rings back only on the primary phone that parked the call. The call does not ring back on a secondary phone or on any other primary login instance. When the primary phone answers the call, the SA status light on primary phone lights but the BSA status lights on the bridged phones do not light.

A parked call that rings back on a primary phone rings on the first free SA line.

A parked call that rings back on a secondary phone rings on the first free SA line.

If all lines are in use, a parked call that rings back is forwarded according to the enabled Call Forwarding setting for that phone. If Do Not Disturb is enabled, the parked call is forwarded to the call coverage point configured for that phone.

### **Directed Call Pickup and Bridged Line Calls**

Directed Call Pickup allows a user to answer a call that is ringing on another telephone.

For bridged calls, you enter the Directed Call Pickup feature code (455) followed by the group security code and the extension of a primary phone. The call stops ringing on all primary and secondary phones when the call is picked up. You cannot enter the extension of a secondary phone. Doing so returns an error, and the call keeps ringing on all primary and secondary phones.

### **Attendant Console and Bridged Line Calls**

The VCX administrator can map primary phone numbers and secondary phone numbers to buttons on a VCX 3105 Attendant Console. In this case, status lights on the Attendant Console show that the bridged line is in use for primary and secondary phones.



### Hunt Groups and Bridged Line Calls

A primary or a secondary phone can belong to a hunt group.

If a primary phone is a member of a hunt group, a call coming to the hunt group rings on an SA line on the primary phone. A secondary phone cannot receive a hunt group call directed to a primary phone.

### MWI and Bridged Line Calls

A secondary phone displays the Message Waiting Indication (MWI) of the primary phone (or phones). The display panel on the secondary phone shows the total number of new and old messages from both the primary phone and secondary phone mailboxes when the phone is in an idle state.

Pressing the **MSG** button lists the mailboxes. You can press Up and Down arrow keys to select a mailbox, then press the **MSG** button again to connect to that mailbox.

---

## Logging Out

To log out of the VCX User Interface, follow these steps:

- 1 From any screen, click the **Log Out** button just above the copyright notice.  
The **Login** screen appears.
- 2 Close your web browser.



# A






## TELEPHONE INSTALLATION AND MAINTENANCE

This chapter covers these topics:

- [Connecting the Telephone](#)
- [Installing the 3102 Telephone Label Plate](#)
- [Attaching and Adjusting the Support Bracket](#)
- [Attaching and Adjusting the Support Bracket](#)
- [Moving Your Telephone](#)
- [Swapping Telephones](#)
- [Cleaning Your Telephone](#)
- [Troubleshooting Problems](#)

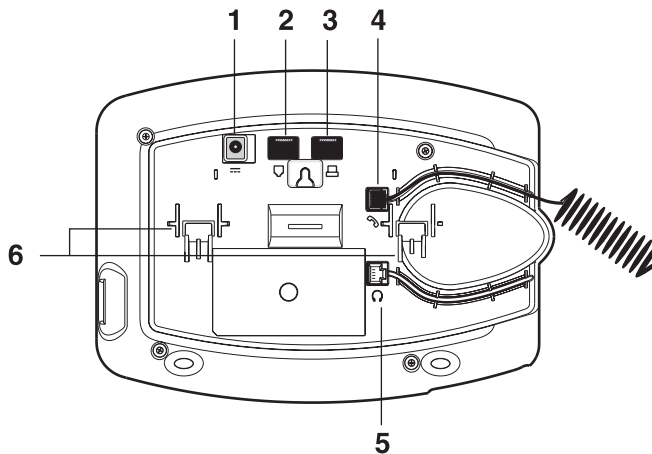
## Connecting the Telephone

Although the connector layout varies between telephones, all VCX telephones and attendant consoles use these symbols to identify the connectors:

-  Power connection for an AC power adapter. The adapter is an optional component on VCX 3101 and 3102 Telephones and the 3105 Attendant Console.
-  Network connection. Connects the device to the network. VCX 3101 and 3102 Telephones and the 3105 Attendant Console, as well as older VCX telephones that include "PE" in the part number, can accept a powered Ethernet cable that conforms to the Power over Ethernet (IEEE 802.3af) standard.
-  Switch port for connecting a computer or other network device, such as an VCX Attendant Console, to the network.
-  Handset connector.
-  Headset connector. VCX 3102 only.

[Figure 12](#) shows underside of the VCX 3102 Business Telephone. Connection details for each type of VCX device are listed on the packing sheet that is shipped with the device.

**Figure 12** Underside of the VCX 3102 Business Telephone



**CAUTION:** The VCX system operates over the LAN, not through traditional telephone wiring. Your telephone connects to the VCX system through an RJ-45 LAN connector instead of an RJ-11 telephone connector. Your

telephone will not work unless it is connected properly. Ask your administrator if you have questions about your telephone connection.

The underside of an VCX telephone or attendant console includes:

- 1 AC power adapter connection (optional on the 3101, 3102, and 3105)
- 2 Ethernet connector for connection to the LAN
- 3 Ethernet connector for an optional connection to your desktop computer
- 4 Handset connector
- 5 Headset connector (3102 only)
- 6 Tabs for the support bracket



- For information about the underside of each VCX Telephone, and for information about how to connect any VCX Telephone or Attendant Console to a Power over Ethernet source, see the packing sheet that comes with the device.
- Strain relief clamps are built into the 3101/3102/3105 support bracket.

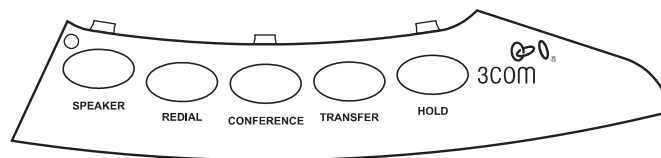
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## Installing the 3102 Telephone Label Plate

The VCX 3102 Business Telephone has a label plate with localized button labels that you must install. Once you snap the plate onto the telephone, you cannot remove it.

To install the plate, slip the tabs along the top edge of the plate into the slots on the telephone, and then press firmly along the bottom edge of the plate until you feel it snap into place.

**Figure 13** VCX 3102 Label Plate




---

## Attaching and Adjusting the Support Bracket

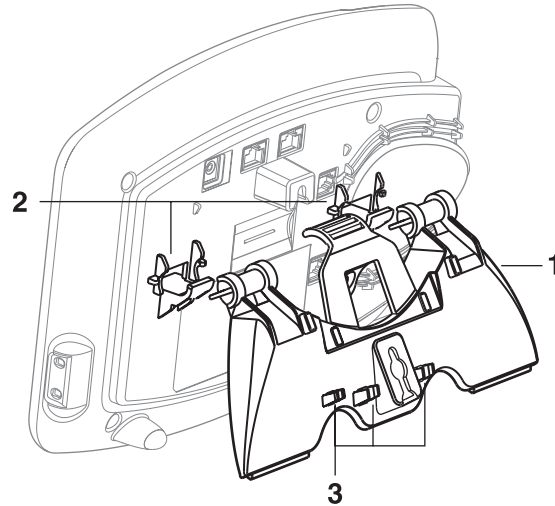
The articulating support bracket is common to the following devices:

- VCX 3105 Attendant Console
- VCX 3101 and 3101SP Basic Telephones

- VCX 3102 Business Telephone

[Figure 14](#) shows a 3102 Telephone.

**Figure 14** Attaching the Support Bracket



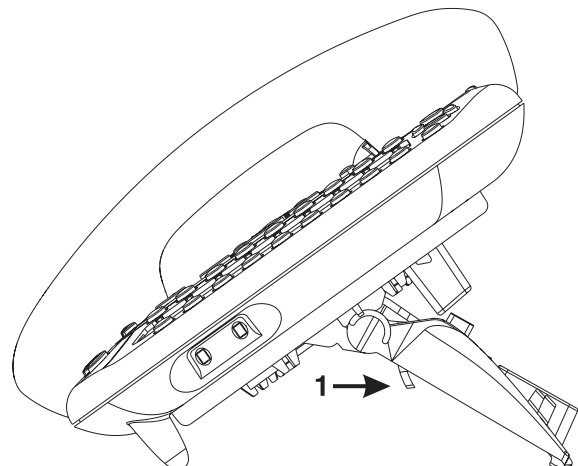
To attach the support bracket, **1**, snap the bracket into the mounting supports **2**, on the bottom of the telephone.

After you connect the cables to the phone, press the cables into the cable management clamps **3**, on the stand.



[Figure 15](#) and [Figure 16](#) show the VCX 3102 Telephone. The instructions also apply to the 3105 Attendant Console and the 3101 and 3101SP Basic Telephones.

**Figure 15** Adjusting the Support Bracket

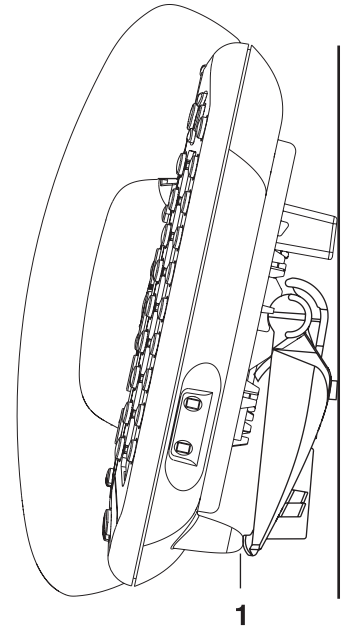


To adjust the support bracket, press to release the lock tab **1**, rotate the bracket to the position that you want, and then release the lock tab.

**Figure 16** Wall Mounting a 3102 Telephone

When you mount a 3101, 3101SP, or 3102 telephone on a wall, attach the support bracket and adjust it so that the bottom of the support bracket rests against the bottom supports on the telephone, **1**.

Safe wall mounting requires 3/4-inch drywall and 1.5-inch drywall screws.



### Attaching and Adjusting the Support Bracket

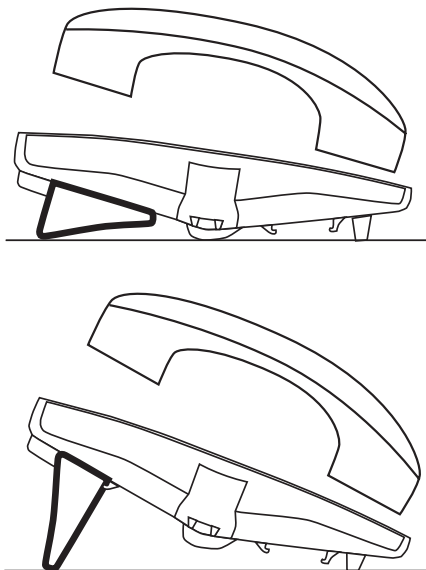
The fixed support bracket is supplied with the VCX 2101 and VCX 2102 telephones. The telephone support bracket can be attached in low profile, high profile, or wall mount positions.

Tabs on the underside of the telephone slip into slots on the bracket, and the opposite mounting points snap into place.

### Low-Profile and High-Profile Positions

In [Figure 17](#), the support bracket is outlined to show you how to install the VCX Telephone in the low-profile and high-profile desktop positions.

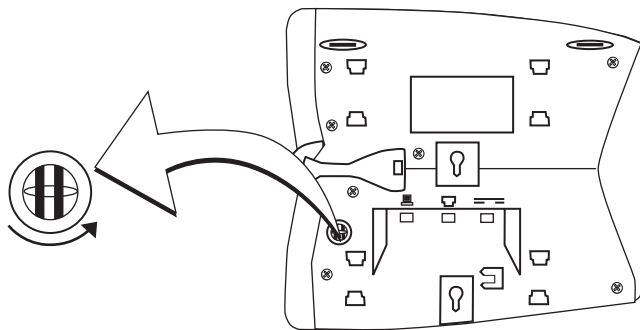
**Figure 17** Low-Profile and High-Profile Desktop Positions



**Wall-Mount Position**

To mount an VCX 2102 telephone on a wall, put the bracket on the opposite end of the telephone in the low-profile position. Pull and twist the knob on the underside of the phone 90 degrees ([Figure 18](#)) so that the spring-loaded peg projects out on the top of the phone (Item 1 in [Figure 19](#)).

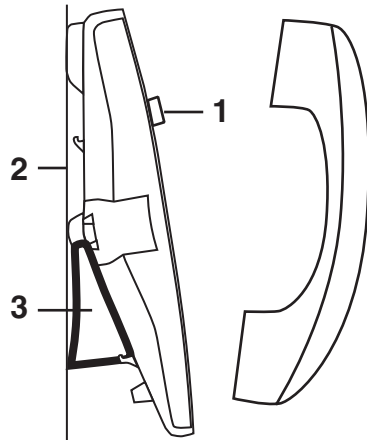
**Figure 18** Knob for the Handset Support Peg





[Figure 19](#) shows an VCX 2102 Telephone in the wall-mount position. Safe wall mounting requires 3/4-inch drywall and 1.5-inch drywall screws.

**Figure 19** Wall-Mount Position



- 1 Handset support peg
- 2 Wall with a solid backing
- 3 Support bracket in the low-profile position on opposite end of telephone

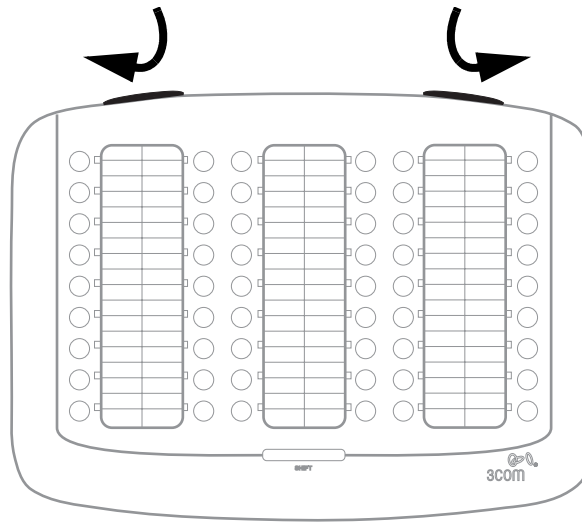
### Security Wall-Mount Bracket

Every VCX 2101 and 2102 telephone can be fitted with an optional security wall-mount bracket that ensures that the device cannot be removed by unauthorized persons. For how to order this bracket, consult your 3Com VCX Voice-Authorized Partner. Read and follow the instructions that come with the bracket.

---

### Opening the 3105 Attendant Console Label Cover

For instructions on how to create and print labels, see [Printing Labels](#) on [page 44](#).

**Figure 20** 3105 Attendant Console Label Cover Tabs

After you print the labels and then cut them out, remove the plastic cover from the Attendant Console by pulling up on the two tabs at the top of the Attendant Console until the top of the cover pops off.

---

### Moving Your Telephone

Each VCX telephone is uniquely identified by an IP address. You can move your telephone to another location within your calling domain, connect it to any Ethernet jack on the LAN, and still maintain all of your personalized features, speed dials, and extension number.

---

### Swapping Telephones

Your administrator assigns a password for your telephone. This password associates your telephone extension (and mailbox) with your account. This may allow you to configure another VCX phone in the system to duplicate your primary phone. This means if you are away from your primary phone (for example, in a different office), you can program the local phone to use your extension. Any calls made to your extension will ring in both locations and you can access your mailbox from either phone. See the overview section in the chapter that describes your telephone for more information.

---

### Cleaning Your Telephone

Always unplug your telephone from the power source and from the network before you clean it. Use a soft cloth dampened with mild detergent.



**WARNING:** Failure to unplug the telephone before you clean it could result in electrical shock.

## Troubleshooting Problems

[Table 11](#) lists possible problems that you may encounter and the most likely solutions. Where possible, each solution refers to the section in this guide where you can find detailed information.

**Table 11** Possible Problems

Possible Problem	Suggested Solutions
My telephone has no dial tone and the display panel is blank.	<ul style="list-style-type: none"> <li>■ Verify that the power cord is fully inserted in the correct connector on the underside of the telephone. Use the strain relief tab to prevent the cord from becoming unplugged.</li> <li>■ Verify that the Ethernet cables are connected and that each cable is in the proper connection.</li> <li>■ Remove and add power to the telephone by unplugging the power cord at the electric outlet and plugging it back in.</li> <li>■ If the telephone is powered through a powered Ethernet cable, make sure that power is applied to the cable at its source.</li> </ul>
My telephone has "locked up."	<ul style="list-style-type: none"> <li>■ Your telephone has lost the connection to the system. Remove the Ethernet cord from the jack, and then re-insert it into the jack.</li> <li>■ Wait a few seconds. If the telephone display panel still appears to be locked, disconnect the electrical power for your telephone, and then plug it back in.</li> </ul>
When I dial 9 or 8 to access an outside line, the display panel shows "All Ports Busy."	No outside lines are available. Try again in a few minutes.
(continued)	
After I call another user in my organization, I hear a tone but no ringing.	The other user may have the <b>Hands Free</b> feature enabled. Begin speaking after you hear the tone. For details, see <a href="#">Using the Hands Free Feature</a> .
On my VCX Business Telephone, all incoming internal calls come over my speaker phone.	You have the <b>Hands Free Active on Intercom</b> feature enabled. For details, see <a href="#">Using the Hands Free Feature</a> .
My telephone is not forwarding my incoming calls to my voice mailbox.	Verify that you have activated the <b>Fwd Mail</b> feature and that your call coverage point is set to voice mail. For details, see <a href="#">Forwarding Calls to Voice Mail</a> .
(continued)	

**Table 11** Possible Problems (continued)

<b>Possible Problem</b>	<b>Suggested Solutions</b>
On my VCX Business Telephone, I added a One-Touch speed dial, but the telephone does not dial that number.	Verify that you have correctly set up speed dialing. For details, see <a href="#">Speed Dialing</a> .
My telephone keeps ringing after I pick up the handset.	<ul style="list-style-type: none"><li>■ Your telephone may have lost connection to the system immediately after a call came in. Remove the Ethernet cord from the jack, then re-insert it into the wall jack.</li><li>■ Wait a few seconds. If the telephone continues to ring, disconnect the electrical power for your telephone, and then plug it back in.</li></ul>
The display panel shows "Wait for NCP."	Your telephone may be disconnected from the system. Hang up your telephone and wait a few seconds. Then pick up the handset. If the message still appears on your telephone display panel, contact your administrator.

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