NORTEL

Carrier VoIP

Nortel IP Phone 2007 User Guide (CICM)

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Contents

New in this release

The following sections detail what is new in *Nortel IP Phone 2007 User Guide (CICM), (NN10300-020)* for release (I)SN10.

- "Features" (page 7)
- "Other changes" (page 7)

Features

See the following section for information about feature changes:

- "Softkey Enhancement" (page 7)

Softkey Enhancement

The following feature changes were made:

- "Overview" (page 9)
- "IP Phone terminal description" (page 10)
- "Application area" (page 11)
- Table 1 "Touch panel application area" (page 12)
- "Softkey functionality" (page 14)

Other changes

See the following sections for information about changes that are not feature-related:

- Added the procedure "Viewing and editing the default volumes" (page 50) and the procedure "Viewing and editing the dialpad feedback" (page 51).

Overview

The IP Phone 2007 brings voice and data to the desktop by connecting directly to a Local Area Network (LAN) through an Ethernet connection.

When you are logged on to the system, the handset and keypad of the IP Phone 2007 operate in the same way as a standard Meridian Business Set (MBS) telephone. With the correct permissions, additional services and features can be accessed using the softkeys of the function display area. The four softkeys located below the display area can consist of a Menu softkey and three feature softkeys. The navigation keys can be used to select a particular menu option. The three feature softkeys can be configured by your system administrator to activate features provisioned on the line without having to use the dedicated feature key. The default Centrex features available on the softkeys are Transfer, Forward, and Conference. For more information, see "Softkey functionality" (page 14).

The Figure 1 "IP Phone 2007 components" (page 9) identifies the location of the keys and components on the IP Phone 2007.

Figure 1
IP Phone 2007 components

IP Phone terminal description

The IP Phone 2007 offers these features:

- five light-emitting diode (LED) indicator lamps
  - message waiting lamp
  - mute lamp
  - headset lamp
  - handsfree lamp
  - link lamp
- volume control keys
- standard telephone dialpad
- large, color touch panel display screen
  - adjustable contrast
  - adjustable backlight
- fourteen programmable feature keys
- seven dedicated feature keys
  - Inbox
  - Directory
  - Outbox
  - Quit
  - Expand
  - Services
  - Copy
- four softkeys; one softkey is for navigation and selection of menu options, three remaining softkeys can be configured to support features
- on-screen keyboard
- navigation key
- three audio modes
  - handsfree speak and listen
  - headset (autodetect)
  - handset
- one USB port
  - future support for USB mouse and keyboard
- automatic network configuration

- upgradeable firmware

- wideband audio support

Touch panel description

Point-and-click operations are performed using the touch panel. The touch panel is used with the graphical user interface (GUI) to present soft keys directly on the display. Activate all feature keys and soft keys by touching the item in the display.

The display uses a cold cathode fluorescent lamp (CCFL) for backlighting. The display is not visible without the backlight, which turns off automatically after a period of inactivity. You can configure the timeout period. There is on-off and brightness controls and adjustable contrast.

Figure 2 "Touch panel application area" (page 12) identifies the sections of the touch panel application area.

Figure 3 "Touch panel tools area" (page 13) identifies the sections of the touch panel tool area.

Application area

The application area provides feature key and soft key status; date and time display; caller name and number; menu options, directories, Inbox, and Outbox information.

The four softkeys allow you to have three softkeys configured to support features and one softkey to select menu options, see "Softkey functionality" (page 14).

Figure 2
Touch panel application area
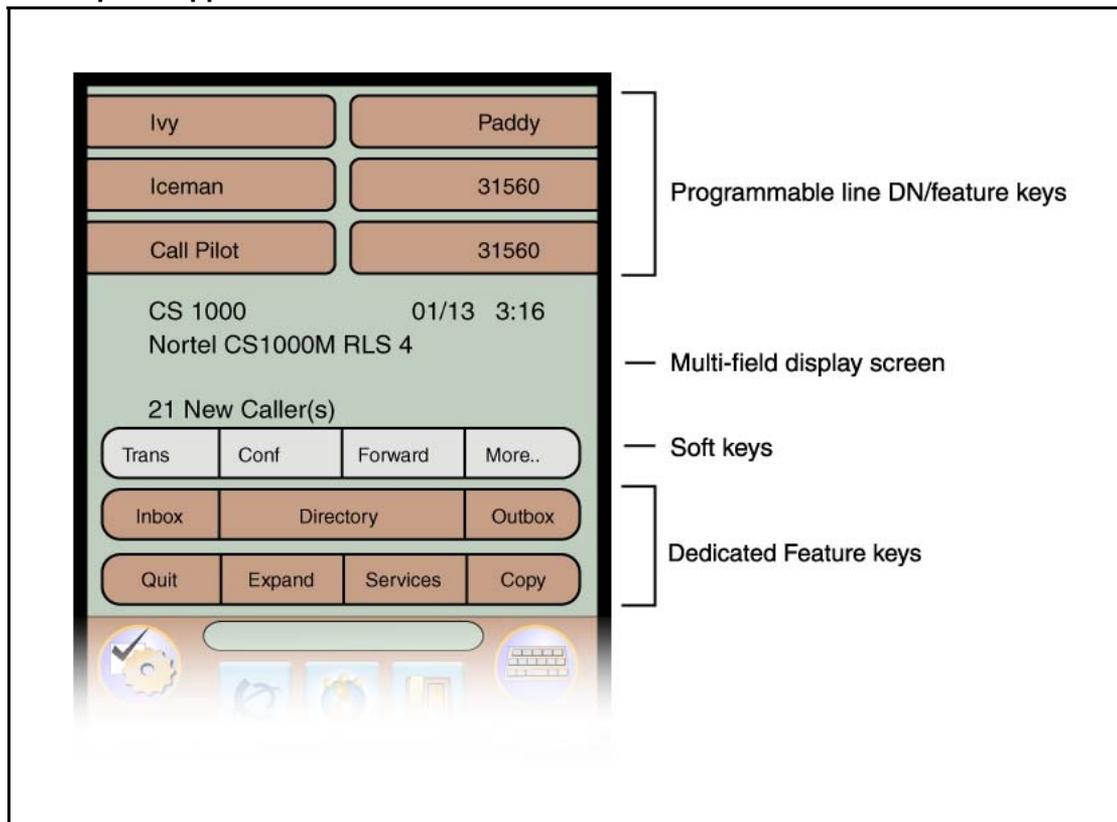
This table lists the components of the touch panel application area.

Table 1
Touch panel application area

Component	Description
Programmable line DN/feature keys	Maximum of 14 feature keys available, but only 6 appear at a time. Use the navigation key to access these keys.
Multifield display screen	- date and time display - call party information - feature status information - menu options information - directories, Inbox, and Outbox information

Table 1
Touch panel application area (cont'd.)

Component	Description
Four soft keys	Softkey labels are context sensitive. Softkeys can be configured to support features.
Dedicated feature keys	- Inbox - Directory - Outbox - Quit - Expand - Services - Copy

Tools area

The tools area provides controls for navigating between features and selecting tools. This area is visible and functional at all times.

Figure 3
Touch panel tools area
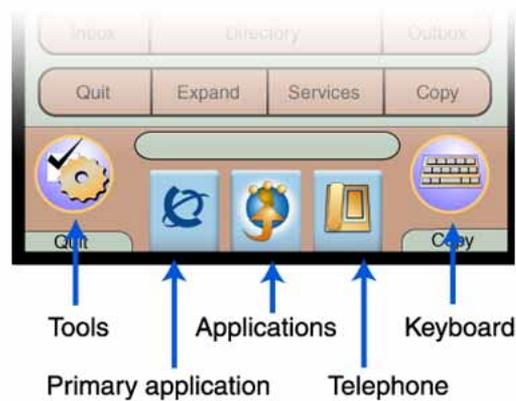
This table lists the components of the touch panel tools area.

Table 2
Touch panel tools area

Components	Description
Tools	Provides access to the tools used on the terminal.
Primary application	Shows you the primary graphical external application, as configured by the administrator, for example My CallPilot. Also used to launch the application.
Applications	Shows a list of registered external graphical applications. Also used to launch an application. Graphical applications are registered by the administrator.
Telephone	Provides access to the telephone screen.
Keyboard	Displays the virtual keyboard.
Two soft keys	Soft key labels are context sensitive.

Calibration

Calibrate the touch panel when touch panel actions are not interpreted correctly.

See .

Softkey functionality

Softkey functionality allows access to a small subset of Centrex features on Nortel IP Phone 2007 softkeys, located below the main display. The administrator has the ability to change, enable, or disable the softkeys. The default features for these softkeys are Transfer, Forward, and Conference. The softkeys can be utilized when you are not navigating the CICM menus.

The features must be provisioned on the LINE to be displayed on the softkeys. For a LINE that does not have an m522 extension module, the softkey features reside on the first 14 feature keys. For a LINE that has one m522 extension module, the softkey features reside on keys 1 to 36. For a line that has two m522 extension modules, the softkey features reside on keys 1 to 58.

For more information, see *Nortel CICM IP Phones Fundamentals, (NN10300-135)*.

Stylus

Operate the touch panel using the stylus. Nortel recommends that you use the stylus to avoid damaging the touch panel.

Touch screen maintenance

The touch screen will need occasional cleaning.

> **CAUTION**
> Do not use any liquids or powders on the telephone. Using anything other than a soft, dry cloth can contaminate telephone components and cause premature failure.

Terminal indicators

The IP Phone terminal uses light-emitting diodes (LEDs) of different colors to indicate the current state of the terminal. The following table describes each color and its associated state.

A steady indicator means that the extension or feature beside it is active. A flashing indicator means the line is on hold or the feature is in the process of being programmed.

Indicator	LED color	Meaning
Message waiting	Red (located at the top of the set)	Lit when a message is waiting or a call is missed. The light turns off after you retrieve your message.
Headset	Red (located on the front near the Headset key)	Lit when the headset is in use.
Handsfree	Red (located on the front near the Handsfree key)	Lit when the handsfree mode is active
Mute	Red (located on the front near the Mute key)	Lit when the mute feature is active. The system administrator can configure the mute lamp to be steady on or blinking.
Link/Data	Red (located at the back on the PCB near the CAT5 jack)	Lit when the link is alive and flashes to indicate activity.

IP Phone 2007 menu systems

After you successfully log on, the menu systems are active and available. An up or down arrow indicates the navigation key to press to scroll to the next item. Labels appear on the soft keys, in response to items selected on the screen.

Some IP Phone functions can be accessed through the main menu and the Tools menu.

Main menu

The IP Phone main menu system provides access to these menus and functions.

Logoff

Use this item to log off from the network.

See "Logging off" (page 27).

Audio

If you have permission to change the default volume on the handset, headset, and handsfree speaker, the audio item appears in the main menu. If you do not have this permission, audio profile appears instead.

Use the audio menu to:

- view and edit your audio profile
- change the volume of the handset, headset, and handsfree speaker
- select a ring tone

See "Using the Audio menu" (page 49).

Display

Use this item to adjust the contrast level of the display.

See "Adjusting the contrast and brightness of the display" (page 53).

Feature

Use the Feature menu to access these submenus:

Assign

Use the Assign menu to:

- define the key type

- enable and disable AutoScroll

- enable and disable the Inbox feature

See "Using the Assign menu" (page 55).

Label

Use the Label item to change a label associated with a feature key.

See "Labeling a feature key" (page 59).

Options

Use the Options menu to:

- enable and disable auto hide

- define your default feature

- enable the Outbox feature

See "Using the Options menu" (page 59).

Reset

Use the Reset item to reset the feature keys to the default settings.

See "Resetting the feature key to the default settings" (page 61).

Language

Use the Language item to select the language used in the display.

See "Selecting the language" (page 63).

Time

Use the Time menu to:

- select a time zone

- enable or disable Daylight Saving Time

- select the format used to display the time

- select the format used to display the date

- reset the time to the defaults

See "Using the Time menu" (page 65).

User

Use the User menu to:

- view your username
- view your login type
- enable or disable auto login feature
- change your password

See "Using the User menu" (page 69).

History

Use History menu to:

- reset the Inbox
- reset the Outbox

See "Resetting the Inbox" (page 83) and "Resetting the Outbox" (page 87).

Diagnostics

Use the Diagnostics item to test the local mode.

See "Testing the local mode" (page 73).

Upgrade

Use the Upgrade item to perform a firmware upgrade. This item only appears if a firmware upgrade is available.

See "Performing a firmware upgrade" (page 75).

Menu hierarchy
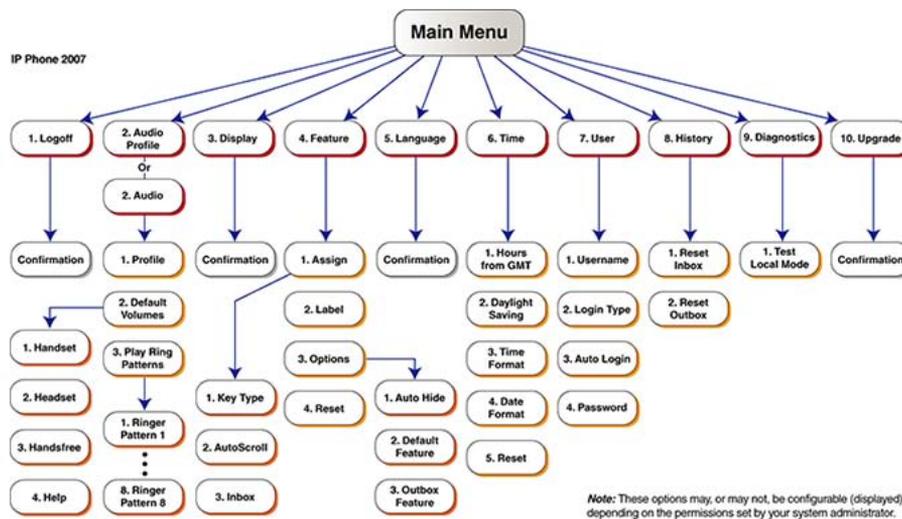
Tools menu

The tools menu provides access to these options.

If password protection is enabled the system prompts you for a password when you open the Tools menu.

See Figure 3 "Touch panel tools area" (page 13) for location of the Tools key.

Network configuration

Use the Network Configuration option to display the information configured during installation. This tool is used by administrators only.

Local diagnostics

Use the Local Diagnostics option to diagnose local problems. This tool is used by administrators only.

See "Testing the local mode" (page 73).

Touch panel setup

Use the Touch Panel Setup option to calibrate the touch panel.

See "Calibrating the touch panel" (page 29).

Contrast and brightness

Use the Contrast and Brightness option to adjust these levels of the display, and to reset the sleep timer. To extend the life of the touch panel display, the IP Phone uses a sleep timer, which turns off the backlight when the preset time elapses.

See "Adjusting the contrast and brightness of the display" (page 53) and "Adjusting the sleep timer" (page 89).

USB devices

Use the USB Devices option to view information about the device connected to the USB port.

USB devices are not supported in release (I)SN09FF.

TFTP upgrade

Use the TFTP option to upgrade the firmware. This tool is used by administrators only.

See "Performing a firmware upgrade" (page 75).

Preferences

Use the Preferences option to access the Button Customizing Tool. Use the Button Customizing Tool to change the look of the dedicated feature keys.

See "Using the Preferences tool" (page 91).

How to use the navigation keys

The IP Phone terminal has four keys that you use to navigate the menus, and to help you to enter text in the display. See Figure 1 "IP Phone 2007 components" (page 9) for the location of these keys.

When the menu system is active, the navigation keys behave this way:

- up key—return to the previous menu item
- down key—got to the next menu item
- left/right key—active when you can enter text. To move the cursor to the left, press the left key. Press the right key to move the cursor to the right.

After you select an option, you can press Ok on the touch screen to execute the selection.

Connecting the IP Phone to the LAN

Follow this procedure to connect the terminal to the Local Area Network (LAN), and to a power source.

> ⚠️ **CAUTION**
> **Risk of equipment damage**
> Do not plug the IP Phone into a regular telephone jack. This causes severe damage to the terminal. Consult your system administrator to ensure that you plug your telephone into a 10/100BaseT Ethernet jack.

Prerequisites

IP Phones can be powered by an AC adapter or over a LAN. Contact your installation technician to identify the correct power option.

Step	Action
1	Connect one end of the CAT-5 line cable to the LAN Ethernet port, identified with a LAN icon, located on the underside of the terminal.
2	Connect the other end of the CAT-5 line cable to the IP network jack. *For a terminal sharing LAN access with a PC, connect a second CAT-5 line cable into the PC Ethernet port located on the back of the terminal, identified with a PC icon. Connect the other end of the cable into the Ethernet port on the computer.*
3	For a secure power connection, thread the cord around the strain relief retaining hook and through the channel on the underside of the terminal.
4	Secure the terminal footstand to the terminal base.

--End--

Procedure job aid

Figure 4
IP Phone connectors

LAN Ethernet port
PC Ethernet port
AC Adapter jack

USB port
Tilt adjust latch

Stylus holder
Headset jack
Handset jack

Attachment clips   Cord guides
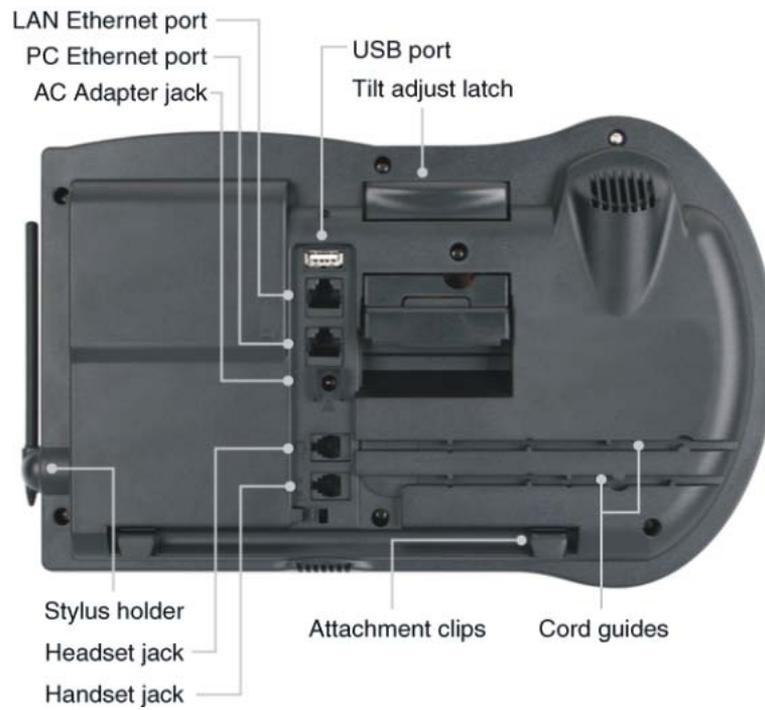
Logging on

This section describes how to log on to the network. If the Centrex IP Client Manager (CICM) is set up as part of a group of CICMs, you can choose which CICM to connect to. After you select a gateway, the terminal directs itself at that CICM and the Username screen appears.

If a firmware upgrade for the IP Phone is available, the system prompts you to upgrade when you log on. If the firmware level is between the minimum and maximum level set by the administrator, Yes and No options appear on the soft keys. If the terminal is below the minimum level, the only option available is Yes. You cannot log on until you perform the upgrade.

To perform an upgrade, see "Performing a firmware upgrade" (page 75).

Step	Action
1	If the Selective Gateway Login feature is configured on your system, navigate through the list to select the gateway.
2	When the gateway you want appears, press **Ok**, or start entering your username. *If the Username Screen appears when you start to enter your user name, the characters you already entered appear at the beginning of the Username field.*
3	If you make a mistake, press **Clear** to clear the field, and then enter the user name again. *If your user name is too long for the display (longer than 15 characters), the digits scroll to the left and an ellipsis appears to the left of the user name.*
4	Press **Ok**. *The Password screen appears.*
5	Enter your password. For security, the password characters are displayed as asterisks (*).
6	If you make an error, press **Clear** to clear the field, and then enter the password again.

7   Press **Ok**.
You are logged on and the Menu screen appears.

--End--

Logging off

Follow this procedure to log off from the network.

Step	Action
1	From the touch panel, select **Logoff**.
2	Press **Ok**. *A confirmation screen appears.*
3	Confirm the action. *You are logged off from the network.*

--End--

Maintaining the touch panel

Follow these procedures to maintain the touch panel.

Navigation

-
-

Calibrating the touch panel

Follow this procedure to calibrate the touch panel.

See for location of the Tools button.

Step	Action
1	Press **Tools**. *The Tools menu opens.*
2	Press **Touch Panel Setup**. *A calibration map appears.* *The system prompts you to touch the center of the red dot.*
3	Use the stylus to press each dot, in order, starting with the dot in the lower-left portion of the screen. Follow the sequence as prompted. *After the third dot is pressed, the display changes to indicate the result of the calibration.* *If the calibration is successful, the system displays a data calibration correct message. You are prompted to save the calibration.* *If the calibration is unsuccessful, the system displays a data calibration wrong message. You are prompted to repeat the calibration.*
4	Perform one of the actions: • If the calibration is correct, press **Yes** to save the settings.

You will exit to the main display.

- If the calibration is incorrect and you want to try again, press **Yes**. Repeat step 3.

--End--

Cleaning the touch panel

Follow this procedure to clean the touch panel.

> **CAUTION**
> Do not use any liquids or powders on the telephone. Using anything other than a soft, dry cloth can contaminate telephone components and cause premature failure.

Step	Action
1	Press and hold the **Goodbye** key.
2	Gently wipe the screen with a soft, dry cloth.

--End--

Making calls

Follow one of these procedures to make a call.

Navigation

Making a call using off-hook dialing

Follow this procedure to make a call using off-hook dialing.

Step	Action
1	Lift the handset from the cradle. *The primary extension is active and you hear a dial tone.*
2	Use the dialpad to enter the number.
3	When the call is answered, begin speaking.

--End--

Making a call using handsfree dialing

Follow this procedure to make a call using handsfree dialing.

See Figure 1 "IP Phone 2007 components" (page 9) for the location of the Handsfree key.

Step	Action
1	Press a line key.

A line is selected and you hear a dial tone.

2   Use the dialpad to enter the number.

3   When the call is answered, begin speaking.

4   For privacy, lift the handset.

5   To return to handsfree mode, press the **Handsfree** key and place the handset in the cradle.
The handsfree feature is active.

--End--

Making a call using predial

Follow this procedure to use the predial feature to make a call.

Step	Action
1	Before you press a line key or lift the handset, use the dialpad to enter the number. *The number is entered into the terminal.*
2	When you want to make the call, press **Ok**. *The number is dialed.*
3	When the call is answered, begin speaking.

--End--

Editing a predialed number

Follow this procedure to edit a number held in the predialed state.

Prerequisites

A number must be predialed.

Step	Action
1	Perform one of these actions. • To delete numbers that appear to the left of the cursor, press **Bkspc**. • To delete numbers that appear to the right of the cursor, press **Delete**.

2   Use the dialpad to enter the new number.

--End--

Answering calls

Follow these procedures to answer calls. Incoming calls cause the telephone to sound and the message indicator lamp to flash.

See Figure 1 "IP Phone 2007 components" (page 9) for the location of the keys.

Answering a call

Follow this procedure to answer a call.

Action
Perform one of these actions to answer a call: • Lift the handset. • To answer a call using handsfree, press the **Handsfree** key. • To answer a call while wearing a headset, press the **Headset** key.

Answering a second call

Follow this procedure to answer a call when you are engaged in a call.

If another call comes in while the primary line is engaged, the phone sounds and a message indicator icon on the display flashes. While the indicator is flashing you have the opportunity to put the first call on hold and answer the second call.

Step	Action
1	Press the **Hold** key to put the active on hold.
2	Press the line key for the second call.

The call is answered.

--End--

Ending a call

Follow this procedure to terminate an active call.

The goodbye key is useful for dropping out of a conference call or exiting voice mail. See for the location of the key.

Action

Perform one or these actions.

- Return the handset to the cradle.
- Press the **Goodbye** key.

The call is ended.

While on an active call

Follow these procedures to put a call on hold, transfer a call, use the mute key, and use the conference call feature.

See for the location of the keys.

Navigation

Using call hold

The hold feature allows you to suspend a call without terminating it. Follow this procedure to use the hold feature.

Step	Action
1	To put the call on hold, press the **Hold** key. *The call is suspended. On the display, an indicator flashes beside the line on which the call is held.*
2	Press the key beside the flashing indicator in the display. *The call is active again.*

--End--

Transferring a call

Follow this procedure to transfer a call to another extension.

Step	Action
1	On the screen, touch the key to which the Transfer feature is assigned. *The call is put on hold and a dial tone sounds. On the display, an indicator flashes beside the line on which the call is held.*
2	Use the dialpad to enter the number to which to transfer the call.
3	When that number rings or is answered, touch the transfer key again. *The call is transferred.*
4	If the call is not answered, press the line key to resume and terminate the call.

--End--

Using conference call

Follow this procedure to engage in a conference call.

The Three Way Call (3WC) feature allows you to add three calls to a conference. If six port conference is available, you can add a maximum of six calls to a conference. If six port conference is available, 6WC appears beside a feature key in the display.

Step	Action
1	On the screen, touch the key to which the conference call feature is assigned, either **3WC** or **6WC**. *The call is put on hold and a dial tone sounds. On the display, an indicator flashes beside the line on which the call is held.*
2	Dial the number of the person you want to add to the call. *At this time, you can talk privately to the person you are adding, to announce the conference.*
3	Touch the conference key again to merge the calls.
4	Repeat steps 2 and 3 to add more calls to the conference.
5	If you make a mistake dialing, or a party does not want to be included in the conference, press the extension key of the conference call to reconnect to the conference.

--End--

Using the mute feature

Muting prevents the transmission of sounds through the microphone.
Follow this procedure to use the mute feature.

Step	Action
1	During a call, press the **Mute** key. *A red light is turned on to indicate the feature is enabled.*
2	To turn off the feature, press the **Mute** key again. *The light is turned off and the feature is disabled.*

--End--

Using call forward

Follow this procedure to forward calls to another IP Phone when you are away from your desk.

Step	Action
1	To activate call forward without lifting the handset, on the screen, touch the key to which the Forward feature is assigned.
2	Use the dialpad to enter the number of the extension to which to forward your calls.
3	Touch the forward key again. *An icon appears in the display, beside the forward key label.*
4	To turn off call forward, touch the forward key. *The feature is deactivated and the icon disappears from the display.*

--End--

Navigating the menu system

Follow the procedures in this section to access and use the menu system.

You can select menu items using shortcut keys. The shortcut key is the number on the dialpad that corresponds to the number of the menu item. Only items numbered 0 through 9 have a shortcut key.

Navigation

Navigating the main menu

Follow this procedure to navigate the main menu.

Step	Action
1	Press **Menu**, or press the services key. *The main menu opens.*
2	To select an item in a menu, perform one of these actions: • Select the item and press **Ok**. • Press the shortcut key. *The selected menu opens.*

--End--

Navigating the Audio menu

If you have permission to change the default volume on the handset, headset, and handsfree speaker, the audio item appears in the main menu. If you do not have this permission, audio profile appears instead.

Follow this procedure to use the Audio menu.

Step	Action
1	From the main menu, select and open **Audio**. *The Audio menu opens.*
2	Perform one of these actions: • Select and open **Profile**. See "Viewing and editing your audio profile" (page 49). • Select and open **Default Volumes**. See "Resetting a default volume" (page 51). • Select and open **Play Ring Patterns**. See "Selecting a ring tone" (page 52).

--End--

Navigating the Feature menu

Follow this procedure to open the Feature menu.

Step	Action
1	From the main menu, select and open **Feature**. *The Feature menu opens.*
2	Perform one of these actions: • Select and open **Assign**. See "Using the Assign menu" (page 55). • Select and open **Label**. See "Labeling a feature key" (page 59). • Select and open **Options**. See "Using the Options menu" (page 59). • Select and open **Reset**. See "Resetting the feature key to the default settings" (page 61)

--End--

Navigating the Time menu

Follow this procedure to navigate the Time menu. Use this menu to configure the formats used by the display to show the time and date.

Step	Action
1	From the main menu, select and open **Time**. *The Time menu opens.*
2	Perform one of these actions:

- Select and open **Hours from GMT**.
  See "Setting the time zone" (page 65).

- Select and open **Daylight Saving**.
  See "Enabling Daylight Saving Time" (page 65) and "Disabling Daylight Saving Time" (page 66).

- Select and open **Time Format**.
  See "Setting the time format" (page 66).

- Select and open **Date Format**.
  See "Setting the date format" (page 67).

- Select and open **Reset**.
  See "Resetting the default time" (page 68).

--End--

Navigating the User menu

Following this procedure to open the User menu.

Step	Action
1	From the main menu, select and open **User**. *The User menu opens.*
2	Perform one of these actions:

- Select and open **Username**.
  See "Viewing your username" (page 69).

- Select and open **Login Type**.
  See "Viewing your login type" (page 69).

- Select and open **Auto Login**.
  See "Viewing, disabling, or enabling the auto login feature" (page 70).

- Select and open **Password**.

See "Changing your password" (page 71).

--End--

Using the Audio menu

Follow these procedures to view and edit your audio settings. Your system administrator must grant you permission to edit your audio settings.

Navigation

- "Viewing and editing your audio profile" (page 49)
- "Viewing and editing the default volumes" (page 50)
- "Selecting a ring tone" (page 52)

Viewing and editing your audio profile

Follow this procedure to view and edit your audio profile.

The audio profiles available to you depend on those selected by the system administrator. The administrator sets various CODECs, for example, G711, G729, and Quality of Service levels. Contact your administrator for recommended profiles.

Prerequisites

You must have permission to edit the audio profile. If the administrator has granted you permission, a check mark appears beside the active profile in the display.

Step	Action
1	From the main menu, and perform one of these actions: • If Audio appears in the main menu, select and open **Audio**. Then from the Audio menu, select and open **Profile**. • If Audio Profile appears in the main menu, select and open it. *The Profile screen appears, showing your audio profile. If you have permission to edit your profile, a check mark appears beside the active profile.*

2   If you have permission, and want to edit you audio profile, press
Ok.
A list of available profiles appears.

3   Select the profile you want.
A check mark appears beside the selection.

4   Press **Ok** to save the setting.
The new profile is saved and you return to the main menu

--End--

Viewing and editing the default volumes

Follow this procedure to change the default volume of the handset,
headset, handsfree speaker, ringer, or buzzer.

Step	Action
1	From the main menu, select Audio.
2	From the Audio Menu, use the up/down cursor keys to select Default Volumes and press Ok.
3	You are now presented with a list of audio devices whose default volumes may be adjusted. Use the up/down cursor keys to find the device you wish to adjust and press Ok.
4	If you selected Handset or Handsfree, another menu opens. The selected audio device is listed on the screen and the current default volume setting is depicted in a bargraph display on the screen.
5	Press the right cursor key to increase the default volume level of the selected audio device; press the left cursor key to decrease the default volume level of the selected audio device. Press OK and the settings will be saved. Press cancel to exit this menu without saving any changes made to the default volume level for the selected audio device. Pressing reset will set the volume level to the nominal level of 0dB and save this new setting.
6	If you selected Ringer or Buzzer, another menu opens. The selected audio device is listed on the screen and the current default volume setting is depicted in a bargraph display on the screen.
7	Press the right cursor key to increase the default volume level of the selected audio device; press the left cursor key to decrease the default volume level of the selected audio device. Press cancel to exit this menu without saving any changes made to the default volume level for the selected audio device. Pressing reset will set the volume level to the nominal level. Press OK and the settings will be saved.

| **8** | You may also press Play to hear the volume level of the Ringer or Buzzer volume settings. |
| **9** | Also included in the menu for default volumes is the Help option. |

--End--

Viewing and editing the dialpad feedback

Follow this procedure to view and edit the dialpad feedback.

Step	Action
1	From the main menu, select Audio.
2	From the Audio Menu, use the up/down cursor keys to select Dialpad feedback.
3	You are now presented with a list of options for Dialpad feedback. The currently selected option has a tick against it.
4	To change the settings, use the up/down cursor keys to find the option you want and then press ok.

--End--

Resetting a default volume

Follow this procedure to reset the default volume of the handset, the headset, or the handsfree speaker.

Step	Action
1	From the main menu, select and open **Audio**. *The Audio menu opens.*
2	Navigate through the menu and select **Default Volumes**.
3	Select the transducer you want to reset to the default.
4	Press **Ok**. *The Default Volumes menu opens.*
5	Scroll through the menu and select **Default**.
6	Press **Apply** to confirm the action. *The default volume is applied the next time the transducer is used.*

--End--

Selecting a ring tone

Follow this procedure to select a ring tone.

You can listen to a ring tone before you select it, through the Play and Stop options.

Prerequisites

The system administrator must grant you permission to change your ring tone.

Step	Action
1	From the main menu, select and open **Audio**. *The Audio menu opens.*
2	Navigate through the menu and select **Play Ring Patterns**. *The list of ring tones opens.*
3	To hear a ring tone before you select it, select one from the list and press **Play**. Press **Stop** to stop the ring tone from playing.
4	To select a ring tone, press **Apply**.

--End--

Adjusting the contrast and brightness of the display

Follow this procedure to adjust the contrast level of the display.

Step	Action
1	Open the Tools menu.
2	Select and open **Display** *The Contrast screen appears showing:* • Contrast, and a set of Down and Up keys • Brightness, and a set of Down and Up keys • Sleep in xxx (where xxx is a time in minutes or hours), and a set of Down and Up soft keys
3	Perform one of these actions: • To increase the contrast, press **Up** beside the Contrast label. • To decrease the contrast, press **Down** beside the Contrast label. *The level decreases or increases each time you press the key.*
4	Perform one of these actions: • To increase the display brightness, press **Up** beside the Brightness label. • To decrease the display brightness, press **Down** beside the Contrast label. *The level decreases or increases each time you press the key.*
5	Stop pressing the key when you find the contrast or brightness you like.
6	Press **Exit**.

The current contrast level is saved and you return to the previous screen.

--End--

Using the Feature menu

Follow these procedures to use the Feature menu.

When you access the Features menu, a numbered list of the features provisioned on each key is displayed. The number displayed indicates the key to which the feature is assigned to your line on the Communication Server 2000 (CS2K).

Features are assigned by your system administrator, so the features you have available may differ from those described in this User Guide.

Changing the keys to which a feature is associated does not create new functionality.

Navigation

Using the Assign menu

Follow this procedure to open the Assign menu.

Step	Action
1	From the main menu, open the Feature menu.
2	On the terminal, select the key that you want to assign to a different feature.
3	From the Feature menu, select and open **Assign**.
4	Press **Ok**. *The Assign menu opens.*

--End--

Defining the key type

Follow this procedure to define the key type.

Each feature key can be defined in one of two ways: Central or Local. A feature key defined as Central can have a Centrex feature, such as Call Forward, assigned to it. A feature key defined as Local can have a directory entry assigned to it. By default, all feature keys are defined as Central.

For further information about Centrex features, see *Nortel CICM Fundamentals, (NN10044-111).*

Step	Action
1	From the main menu, open the Feature menu. *A list of the feature keys and their current assignments appears.*
2	Select a key to change. *The Feature submenu appears.*
3	Select and open **Assign**. *If the key you selected in step 2 is assigned to a Centrex feature, these soft key labels appear: Key Type and Autoscroll.* *If the selected key is assigned to a local feature, these soft key labels appear: Key Type and Feature.*
4	Press **Key Type**. *The Key Type screen appears. A check mark appears beside the type currently assigned to the key.*
5	Perform one of these actions: • To change Central to Local, select **Local**. • To change Local to Central, select **Central**.
6	Press **Ok**.

The key type is changed and a check mark appears beside the selection.

7   To assign a directory entry to a Local key, see "Assigning a directory entry to a feature key" (page 57).

--End--

Assigning a directory entry to a feature key

Follow this procedure to assign a directory entry to a feature. Assigning a directory entry to a feature key gives you the ability to speed dial that number when you press the key.

Prerequisites

The feature key you select must be defined as Local. See "Defining the key type" (page 56).

Step	Action
1	From the main menu, open the Feature menu. *A list of the feature keys and their current assignments appears.*
2	Select the key defined as Local. *The Assign menu appears.*
3	Press **Feature**. *The directory contact list opens.*
4	Scroll through the list and select the entry to assign to the feature key.
5	Press **Ok**. *A check mark appears beside that entry in the directory. The number is dialed when you press the key.*

--End--

Enabling or disabling autoscroll

If autoscroll is enabled, the IP Phone automatically directs you to the screen for the active feature. For example, if your secondary Directory Number (DN) is configured on screen two, and you receive a call to that number, the feature screens scroll to page two. You can answer the call immediately without searching for the screen.

Follow this procedure to enable or disable the autoscroll feature.

Step	Action
1	From the main menu, open the Feature menu.
2	From the Feature menu, select and open **Assign**. *The Assign menu opens.*
3	From the Assign menu, select **AutoScroll**.
4	Press **Ok**. *The AutoScroll screen appears.*
5	Perform one of these actions. • To enable AutoScroll, select **Enable**. • To disable AutoScroll, select **Disable**.
6	Press **Ok**. *A check mark appears beside the item to indicate your choice. You return to the Assign menu.*

--End--

Enabling or disabling the Inbox

Follow this procedure to enable the Inbox feature. The Inbox maintains a log of the 10 most recent incoming calls.

Step	Action
1	From the main menu, open the Feature menu.
2	From the Feature menu, select and open **Assign**. *The Assign menu opens.*
3	From the Assign menu, select and open **Inbox**. *The Inbox screen appears.*
4	Perform one of these actions: • To enable the Inbox, select **Enable**. • To disable the Inbox, select **Disable**.
5	Press **Ok**. *A check mark appears beside the item to indicate your choice. You return to the Assign menu.*

--End--

Labeling a feature key

Follow this procedure to change the label associated with a feature.

Text entries are made using the on-screen keyboard or the dialpad. See "Using the on-screen keyboard to enter text" (page 95) or "Using the dialpad to enter text" (page 97).

Step	Action
1	From the main menu, open the Feature menu.
2	From the Feature menu, select and open **Label**. *The Enter Label screen appears.*
3	Press **Clear** to delete the current label.
4	Enter the new label.
5	To correct the label, press **Bkspc**.
6	When you have correctly entered the new label, press **Ok**. *The new label is applied. You return to the Feature menu.*

--End--

Using the Options menu

Follow this procedure to open the Options menu.

Step	Action
1	From the main menu, open the Feature menu.
2	From the Feature menu, select and open **Options**.
3	Press **Ok**. *The Options menu opens.*

--End--

Enabling or disabling auto hide

When you enable the Auto Hide feature, only those features that are relevant to the current activity on your phone are shown in the display.

For example, the Call Transfer and Three Way call features can only be activated when a user has a call in progress. Auto Hide prevents features such as Call Transfer and Three Way Call from being displayed on a IP Phone while the user's line is idle. Instead, Auto Hide will display a feature provisioned on the user's line that is relevant to their current call state,

such as Call Forward and Make Set Busy, (which can only be activated
while the user's line is idle). Conversely, displaying either of these features
against a key while the user is active in a call is not necessary.

Some features are configured so that they are never hidden, because they
are relevant when the user's line is both idle and active.

The features relevant states are configured by your administrator.

You cannot change the administrator settings for each feature, but you can
enable Auto Hide (to show only the relevant features), or disable Auto Hide
(to show all features all of the time, regardless of their relevance to the
current state of the phone).

Follow this procedure to enable or disable the Auto Hide feature. When
you complete this procedure, you must log out, and then log back in for the
functionality to take effect.

Step	Action
1	From the main menu, open the Feature menu.
2	From the Feature menu, select and open **Options**. *The Options menu opens.*
3	From the Options menu, select and open **Auto Hide**. *The Auto Hide screen appears.*
4	Perform one of these actions: • To enable Auto Hide, select **Enable**. • To disable Auto Hide, select **Disable**.
5	Press **Ok**. *A check mark appears beside your selection. You return to the Options menu.*

--End--

Selecting the default line key

Follow this procedure to select a feature key to be your default line key.

Step	Action
1	From the main menu, open the Feature menu.
2	From the Feature menu, select and open **Options**. *The Options menu opens.*

3   From the Options menu, select and open **Default Feature**.
The Default Features screen appears, showing a list of DN keys.

4   Scroll through the list to select the key that you want to assign as your default line key.

5   Press **Ok**.
The selected key is now your default line key. You return to the Options menu

---

--End--

Resetting the feature key to the default settings

Follow this procedure to reset the feature keys to the default settings.

Step	Action
1	From the main menu, open the Feature menu.
2	From the Feature menu, select and open **Reset**. *The Reset screen appears.*
3	Press **Yes**. *The keys are reset to the default settings. You return to the Feature menu.*

--End--

Selecting the language

Follow this procedure to select your language preference.

Step	Action
1	From the main menu, select and open Language *A list of available languages appears.*
2	Scroll through the list and select your preferred language.
3	Press **Ok**. *The terminal now displays text in the selected language.*
4	Press **Cancel**. *You return to the main menu.*
	--End--

Using the Time menu

Follow procedures in this section to configure time and date formats.

Navigation

Setting the time zone

Follow this procedure to select the time zone.

Step	Action
1	From the main menu, open the Time menu.
2	From the Time menu, select and open **Hours from GMT**. *The Hours from GMT screen appears.*
3	Scroll through the list and select the time zone.
4	Press **Ok**. *The time displayed changes to that of the selected zone.*

--End--

Enabling Daylight Saving Time

Follow this procedure to enable Daylight Saving Time.

Step	Action
1	From the main menu, open the Time menu.
2	From the Time menu, select and open**Daylight Saving**. *The Daylight Saving screen appears. The word Off appears with a check mark beside it, to indicate that the feature is disabled.*
3	Select **On**.
4	Press **Ok**. *Daylight Savings Time is enabled. The word On appears with a check mark beside it, to indicate the feature is enabled. You return to the previous screen.*

--End--

Disabling Daylight Saving Time

Follow this procedure to disable Daylight Saving Time.

Step	Action
1	From the main menu, open the Time menu.
2	From the Time menu, select and open **Daylight Saving**. *The Daylight Saving screen appears. The word On appears with a check mark beside it, if the feature is enabled.*
3	Select **Off**.
4	Press **Ok**. *Daylight Saving Time is disabled. The word Off appears in the display, with a check mark beside it. You return to the previous screen.*

--End--

Setting the time format

Follow this procedure to set the time format the terminal uses to display the current time. The time format choices are:

- 12-hour clock

- French

- 24-hour clock

Step	Action
1	From the main menu, open the Time menu.
2	From the Time menu, select and open **Time Format**. *The Time Format screen appears.*
3	Scroll through the Time Format options to select the format you want. *A check mark appears beside the format currently in use.*
4	To enable a format, select it and press **Ok**. *The time is displayed in the selected format. You return to the previous screen.*

--End--

Setting the date format

Follow this procedure to set the date format the terminal uses to display the current date. When month (mmm) is selected, the display shows an abbreviated name, Oct for example, and not a number.

The date format choices are:

- mmmdd
- ddmmm
- mm/dd
- dd/mm

Step	Action
1	From the main menu, open the Time menu.
2	From the Time menu, select and open **Date Format**. *The Date Format screen appears.*
3	Scroll through the Date Format options to select the format you want. *A check mark appears beside the format currently in use.*
4	To enable a format, select it and press **Ok**. *The date is displayed in the selected format. You return to the previous screen.*

--End--

Resetting the default time

Follow this procedure to reset the terminal to the default time.

Step	Action
1	From the main menu, open the Time menu.
2	Form the Time menu, select and open **Reset**. *A confirmation screen appears.*
3	Confirm the action. *The terminal reverts to the default time settings. You return to the previous screen.*

--End--

Using the User menu

Follow procedures in this section to view and edit your User profile.

Navigation

Viewing your username

Follow this procedure to view your user name.

Step	Action
1	From the main menu, open the User menu.
2	From the User menu, select and open **Username**. *The Username screen appears, showing your user name.*

--End--

Viewing your login type

Follow this procedure to view your login type.

The terminal can operate in one of two login types:

- Unique—the ability to join a session with an m6350 Softclient is not enabled.
- Joint—the ability to operate in a joint session with an m6350 Softclient is enabled.

Step	Action
1	From the main menu, open the User menu.
2	From the User menu, select and open **Login Type**. *If Unique is enabled, Ok appears above the far left soft key.*

--End--

Viewing, disabling, or enabling the auto login feature

Any maintenance activity, for example a firmware upgrade, forces a log off from the network. If you enable auto login, you are automatically logged on to the IP Client Manager when the terminal is available again.

Prerequisites

You must have permission to edit the auto login feature. If you have permission, a check mark appears next to Enabled when the screen appears.

Follow this procedure to view, enable, or disable the auto login feature.

Step	Action
1	From the main menu, open the User menu.
2	From the User menu, select and open **Auto Login**. *The Auto Login screen appears displaying your Auto Login profile.* *If you do not have permission to edit this feature, the procedure is complete.*
3	If you have permission to edit this feature, press **Ok**. *The Enabled screen appears. A check mark appears if the feature is enabled.*
4	Perform one of these actions: • To enable Auto Login, select **Enable**. • To disable Auto Login, select **Disable**.
5	Press **Ok**. *A check mark appears beside the item you selected. You return to the Auto Login screen.*

--End--

Changing your password

Follow this procedure to change your password.

Text entries are made using the on-screen keyboard or the dialpad. See "Using the on-screen keyboard to enter text" (page 95) or "Using the dialpad to enter text" (page 97).

Step	Action
1	From the main menu, open the User menu.
2	From the User menu, select and open **Password**. *The Old Password screen appears. They system prompts you to enter your old password.*
3	Enter the old password.
4	After you enter the old password, enter the new password in the same screen.
5	Press **Ok**. *The password is changed and you return to the previous menu. Use the new password the next time you log on.*

--End--

Testing the local mode

The Diagnostics menu is used by an administrator for registering the terminal with a Survivable Remote Gateway.

Follow this procedure to test the local mode.

Step	Action
1	From the main menu, open the Diagnostics menu.
2	From the Diagnostics menu, select and open **Test Local Mode**. *A confirmation screen appears.*
3	Press **Ok**. *The terminal transitions to its secondary IP address and temporarily disconnects from the IP Client Manager.*

--End--

Performing a firmware upgrade

If a firmware upgrade for the IP Phone is available, the system prompts you to upgrade when you log on. If the firmware level is between the minimum and maximum level set by the administrator, Yes and No options appear on the soft keys. If the terminal is below the minimum level, the only option is yes. You cannot log on until you perform the upgrade.

While an upgrade is in progress, the terminal reboots and becomes temporarily unavailable.

Follow this procedure to upgrade the IP Phone firmware.

Step	Action
1	From the main menu, select and open **Upgrade**. *The Upgrade confirmation screen appears.*
2	Confirm the action. *A second confirmation screen appears.*
3	Press **Yes**. *The firmware is downloaded.*

<div align="center">**--End--**</div>

Using the directory

Follow procedures in this section to use the directory feature.

Navigation

-
-
-

Adding or editing a directory entry

Follow this procedure to add or edit a directory entry. The directory stores a maximum of 16 entries. See Figure 1 "IP Phone 2007 components" (page 9) for the location of the Directory key.

Text entries are made using the on-screen keyboard or the dialpad. See "Using the on-screen keyboard to enter text" (page 95) or "Using the dialpad to enter text" (page 97).

Step	Action
1	Press the directory key to access the directory. *The directory opens.*
2	Perform one of these actions: • If this is a new entry, press **Ok**. • If you are editing an existing entry, navigate through the list to select the entry and press **Ok**. *The Directory menu opens.*
3	From the Directory menu, select and open **New Entry**. *The New Entry menu opens.*
4	To add or edit the number, perform these steps: **a** From the New Entry menu, select and open **Number**.

     b Enter the number.

     c Press **Ok**.
The number is entered in the directory, and you return to the New Entry menu.

5 To add or edit the surname, perform these steps:

     a From the New Entry menu, select and open **Surname**.

     b Enter the surname.

     c Press **Ok**.
The surname is entered in the directory, and you return to the New Entry menu.

6 To add or edit the first name, perform these steps:

     a From the New Entry menu, select and open **First Name**.

     b Enter the first name.

     c Press **Ok**.
The first name is entered in the directory, and you return to the New Entry menu.

7 When you finish entering or editing the information for an entry, select **Save**.
You are asked to confirm the action.

8 Perform one of these actions:

- To save, press **Yes**.

- To edit the information, press **No**.
The Resume Editing? message appears. Press **Yes** to edit the information. Press **No** to exit the directory without saving the information.

--End--

Deleting an entry from the directory

Follow this procedure to delete an entry from the directory. See Figure 1 "IP Phone 2007 components" (page 9) for the location of the directory key.

Step	Action
1	Press the directory key to access the Directory menu. *The directory opens.*
2	From the directory list, select the name you want to delete.
3	Press **Ok**. *The Directory menu opens.*

4 Press the down navigation key until the **Delete** option appears.

5 Press **Ok**.
A confirmation screen appears.

6 Press **Ok** and then press **Yes** to confirm the action.

--End--

Making a call using the directory

Follow this procedure to make a call from within the directory. See Figure 1 "IP Phone 2007 components" (page 9) for the location of the directory key.

Step	Action
1	Press the directory key to access the directory menu.
2	From the Directory list, select the name or number that you want to call.
3	Press **Ok**. *The Dial screen appears.*
4	Press **Ok**. *The number is dialed.*

--End--

Using the Inbox

Follow these procedure to use the Inbox.

The IP Phone 2007 has a dedicated fixed key for the Inbox. The system logs the incoming key number, time and date, as well as the display shown on the IP Phone at the time of the incoming call. The information from the display is captured only if the call lasts for more than two seconds.

The Inbox can store a maximum of 10 calls. When the maximum is reached, the oldest call is dropped. Calls appear in the list in order in which they were received, with the most recent call at the top of the list.

The Inbox call display consists of a time or date stamp, and a name or number. A time stamp appears beside calls you receive on the same day on which you view the Inbox. A date stamp appears beside calls that arrive prior to the day of viewing. If no name or number was extracted from the display of the incoming call, the No Details message appears. Use the up and down navigation keys to scroll through the list.

If you have a message waiting or you have missed a call, the message waiting lamp is turned on. The lamp turns off after you check your Inbox or retrieve the waiting message.

See Figure 1 "IP Phone 2007 components" (page 9) for the location of the Inbox key.

Navigation

- "Accessing the Inbox " (page 82)
- "Viewing Inbox call information" (page 82)
- "Storing a number from the Inbox" (page 82)
- "Using the Inbox to make a call" (page 83)
- "Resetting the Inbox" (page 83)

Accessing the Inbox

Follow this procedure to access and use the Inbox.

Step	Action
1	Press the Inbox key. *The Inbox screen appears, showing a list of the 10 most recent incoming calls.*
2	Select an item from the list and press **Ok**.
3	Perform one of these actions: • Select **Dial** to call the number. • Select **Display** to view call information. • Select **Store** to store the number in the directory.

--End--

Viewing Inbox call information

Follow this procedure to view the information about a call in the Inbox.

Step	Action
1	Press the Inbox key. *The Inbox screen appears, showing a list of the 10 most recent incoming calls.*
2	Select a number from the list.
3	Press **Ok**. *A list of options appears.*
4	Select and open **Display**. *The caller information appears.*

--End--

Storing a number from the Inbox

Follow this procedure to select a number from the Inbox and save it to the directory.

Step	Action
1	Press the Inbox key.

The Inbox screen appears, showing a list of the 10 most recent incoming calls.

2 Select a number from the list.

3 Press **Ok**.
The Dial screen appears.

4 Press the down navigation key to select **Store**.
The directory submenu opens.

5 See "Adding or editing a directory entry" (page 77)

--End--

Using the Inbox to make a call

Follow this procedure to make a call from within the Inbox.

Step	Action
1	Press the Inbox key. *The Inbox screen appears, showing a list of the 10 most recent incoming calls.*
2	Select the number you want to dial.
3	Press **Ok**.
4	Select **Dial**
5	Press **Ok**. *The Predial screen appears with the number entered in the display.*
6	Perform one of these actions: • To edit the number, see "Editing a predialed number" (page 32). • To make the call, see "Making a call using predial" (page 32).

--End--

Resetting the Inbox

Follow this procedure to delete the contents of the Inbox.

Step	Action
1	From the main menu, select and open **History**.

2   From the History menu, select **Reset Inbox**.

3   Press **Ok**.
The calls in the Inbox are deleted. You return to the previous menu.

--End--

Using the Outbox

Follow the procedures in this section to use the Outbox feature.

The IP Phone 2007 has a dedicated fixed key for the Outbox. Information about outgoing calls is stored in the Outbox. The system logs the outgoing key number, time, and date. If the duration of the call is more than two seconds, the system captures the display as it appeared when the call was made.

The Outbox can store a maximum of 10 calls. When the maximum is reached, the oldest call is dropped. Calls appear in the list in order in which they were made, with the most recent call at the top of the list.

The Outbox call display consists of a time or date stamp and a name or number. A time stamp appears beside calls you make on the same day on which you view the Outbox. A date stamp appears beside calls that were made prior to the day of viewing. If no name or number was extracted from the display of the outgoing call, the numbered dialed appears. Use the up and down navigation keys to scroll through the list. The list does not wrap around.

See Figure 1 "IP Phone 2007 components" (page 9) for the location of the Outbox key.

Navigation

- "Accessing the Outbox" (page 85)
- "Viewing Outbox call information" (page 86)
- "Storing a number from the Outbox" (page 86)
- "Using the Outbox to make a call" (page 87)
- "Resetting the Outbox" (page 87)

Accessing the Outbox
Follow this procedure to access and use the Outbox.

Step	Action
1	Press the Outbox key. *The Outbox screen appears, showing a list of the 10 most recent outgoing calls.*
2	Select an item from the list and press **Ok**.
3	Perform one of these actions: • Select **Dial**, to call the number. • Select **Display** to view call information. • Select **Store** to store the number in the directory.

--End--

Viewing Outbox call information

Follow this procedure to view the information about a call in the Outbox.

Step	Action
1	Press the Outbox key. *The Outbox screen appears, showing a list of the 10 most recent outgoing calls.*
2	Select a number from the list.
3	Press **Ok**. *A list of options appears.*
4	Select and open **Display**. *The caller information appears.*

--End--

Storing a number from the Outbox

Follow this procedure to select a number from the Outbox and store it in the directory.

Step	Action
1	Press the Outbox key. *The Outbox screen appears, showing a list of the 10 most recent outgoing calls.*
2	Select a number from the list.

3   Press **Ok**.
A list of options appears.

4   Press the down navigation key to select **Store**.
The directory submenu appears.

5   See "Adding or editing a directory entry" (page 77).

--End--

Using the Outbox to make a call

Follow this procedure to make a call from within the Outbox.

Step	Action
1	Press the Outbox key. *The Outbox screen appears, showing a list of the 10 most recent outgoing calls.*
2	Select the number you want to dial.
3	Press **Ok**.
4	Select **Dial**. *The number is dialed.*

--End--

Resetting the Outbox

Follow this procedure to delete the contents of the Outbox.

Step	Action
1	From the main menu, select and open **History**.
2	From the History menu, select **Reset Outbox**.
3	Press **Ok**. *The calls in the Outbox are deleted. You return to the previous menu.*

--End--

Adjusting the sleep timer

Follow this procedure to reset the sleep timer. To extend the life of the touch panel display, the IP Phone uses a sleep timer, which turns off the backlight when the preset time elapses.

Selecting a sleep time of never reduces the life span of the display screen.

The sleep timer is user-configurable. Choose one of these settings:

- 5m (five minutes)
- 15m (15 minutes)
- 30m (30 minutes)
- 1h (one hour — default)
- 2h (two hours)
- Never (backlight never turns off).

Step	Action
1	Open the Tools menu.
2	Select Contrast and Brightness. *The screen opens showing:* - Contrast, and a set of Down and Up keys - Brightness, and a set of Down and Up keys - Sleep in xxx (where xxx is a time in minutes or hours), and a set of Down and Up keys
3	Perform one of these steps: - To increase the time of the sleep timer from the default value of 1h (one hour), press **Up** beside the Sleep in label. - To decrease the time of the sleep timer from the default value of 1h (one hour), press **Down** beside the Sleep in label.

The time increases or decreases each time you press the key.

4   Continue to press the Up or Down key until the time you want appears in the display.

5   Press **Exit** to return to the main display.
The sleep timer is reset.

--End--

Using the Preferences tool

Follow this procedure to change the look of the dedicated feature keys. The preferences tool allows you to:

- change a default label to an icon

- change an icon to a default label

- define your own label

Step	Action
1	Open the Tools menu.
2	Press **Preferences**.
3	Press **Button Customizing Tool**. *The button customizing screen appears. See "Procedure job aid" (page 24) for a sample of this screen.* *A black outline around a column indicates the current settings.*
4	Perform one of these actions: - To change a default label to an icon, go to step 5. - To change an icon to a default label, go to step 6. - To define your own label, go to step 7.
5	Press the key in the **Buttons** column. *A black outline appears around the icon to indicate the current setting.*
6	Press the button in the **Icon** column. *A black outline appears around the button to indicate the current setting.*
7	To define your own label for a key, perform these actions: - Press twice on the associated field in the **Label** column. - Enter the new label. The system truncates the label if it is too long. - Press anywhere on the screen to stop editing the field.

8 Perform one of these actions:

- To save the changes, press **Apply**.
  A saving in progress message will appear, followed by a
  saving is complete message.

- To quit without saving the changes, press **Exit**.
  The system prompts you to save the changes.
  Press **No**.

9 Press **Exit**.
You return to the Preferences menu.

10 To return to the main display, press **Exit** again.

--End--

Procedure job aid

Buttons	Icons	Labels
Inbox	⬆	- - - - - - - - - -
Directory	📖	- - - - - - - - - -
Outbox	⬆	- - - - - - - - - -
Quit	⬡	- - - - - - - - - -
Expand	➡🖥	- - - - - - - - - -
Services	🌐	- - - - - - - - - -
Copy	📄	- - - - - - - - - -

Using the on-screen keyboard to enter text

Follow this procedure to use the on-screen keyboard to enter text. You may also use the dialpad to enter text. See "Using the dialpad to enter text" (page 97).

See Figure 1 "IP Phone 2007 components" (page 9) for the location of the keyboard icon.

Step	Action
1	Press the keyboard icon. *The on-screen keyboard is displayed.*
2	Use the on-screen keys to enter text. *The text appears on the display.*
	--End--

Using the dialpad to enter text

Follow this procedure to use the dialpad to enter text. You may also use the on-screen keyboard to enter text. See .

On the dialpad, keys numbered 2 through 9 each have three letters associated with them. When entering text, press the key once to enter the first letter, twice to enter the second letter, and three times to enter the third letter.

Step	Action
1	To enter text, find the number key associated with the letter you want to enter, and perform one of these actions:

- To enter the first letter, press the key once.
- To enter the second letter, press the key twice.
- To enter the third letter, press the key three times.

The letter appears on the display.

| 2 | To enter special characters, see for the list of special characters that are available. |

- On the screen, touch the **Symbol** soft key.
  A list of symbols opens.
- Scroll through the list and select a symbol.
- Press **Ok** to enter the symbol.

--End--

Figure 5
Procedure job aid

```
Key 1    Nothing
Key 2    A À Á Â Ã Ä Å Æ B C Ç a à á â ã ä å æ b c ç 2
Key 3    D È È É Ê Ë F d e è é ê ë f 3
Key 4    G H I Í Î Ï g h i ì í î ï 4
Key 5    J K L j k l 5
Key 6    M N Ñ O Ò Ó Ô Õ Ö Ø m n ñ o ò ó ô õ ö 6
Key 7    P Q R S p q r s 7
Key 8    T Ù Ú Û Ü V t u ù ú û ü v 8
Key 9    W X Y Ý Þ ß Z w x y ý þ ÿ z 9
Key 10   ! " # $ % & ' { } ??????????????????????
```

Access Code summary

Contact your system administrator for a list of features available on your IP Phone, and the corresponding Access Codes.

Use Table 1 to keep track of the feature Access Codes.

Feature	Access Code	Feature	Access Code

Nortel IP Phone 2007 User Guide (CICM)

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