1. Home screen (Touch)
2. Profile/Settings
3. Voicemail
4. Contacts
5. **Home key**
6. Transfer key
7. Hold key
8. Speakerphone/Answer
9. Headset key
10. Mute key
11. Volume
Answering a call
- Pickup handset, or
- Press Accept, or
- Press the Speakerphone key.

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

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

- Select the number
- Or select the person.

Call transferring
Adding contacts/speed dial

1. Press Contacts key.
2. Select “+” button

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

1. Select the check next to “Speed dial”.
2. Select the check next to “Select a group”.
Setting Voicemail Greeting

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

2. Select “Settings”.

3. Select “Calling”.

4. Select “Change voicemail greetings” and follow the prompts.
Logging in to IP Phone

• IP Phones are logged in with a “Common Area Phone” (i.e. CAP) account.

• On rare occasions (such as a power outage), you might be asked to login again.

• Additionally, the CAP accounts do have passwords that expire after 1 year and will need to be reset.

• Login screen
Logging in to IP Phone

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

- Select Continue
- The phone will begin logging in.