

Skype for Business Phone Quick Guide

Using the phone:

- Dial four digits to/from other campus phones
- Dial 7 or 10 digits for outside calls; it is no longer necessary to dial 9 for an outside line or 1 for long distance
- To set Favorites on Phone, set them as Favorite in Skype for Business on computer

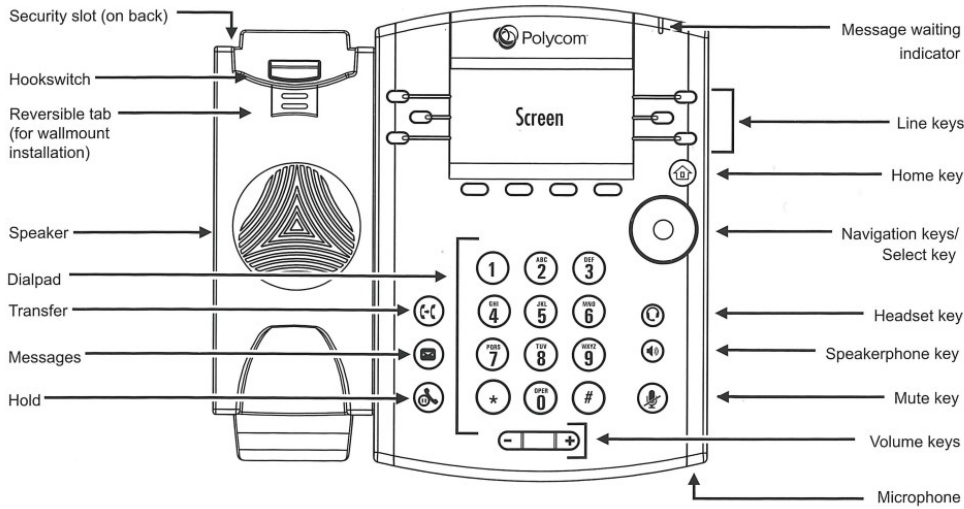
Accessing Voice Messages

- Press the Messages button on the phone (left side of phone, second button from bottom)
OR
- Select Message Center in Software Screen area of phone
- Enter voice mail password
 - Received via email when set up
 - PIN is set as 12+extension
 - Required to change PIN at first log on
- Access voice message either by dialing the message center or by accessing email
 - A voice message deleted in email deletes message from Message Center
 - A voice message deleted from Message Center deletes from email

Emergency Calls

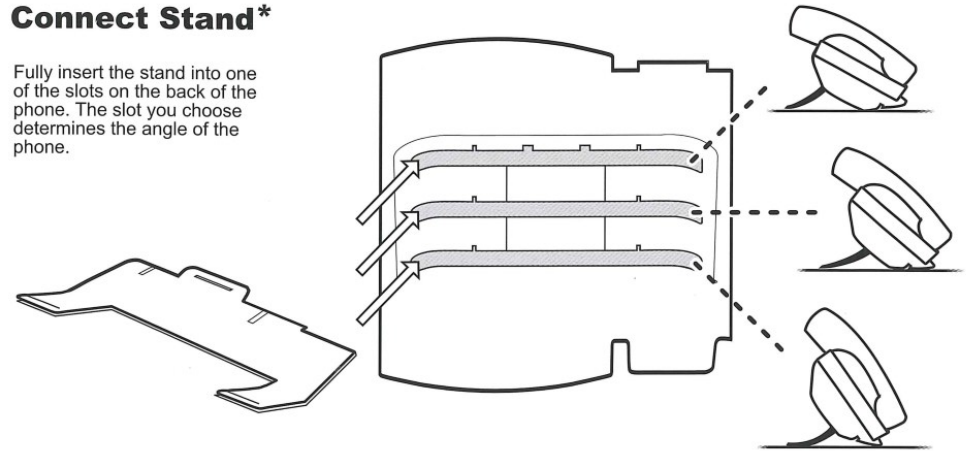
- Dial 911 from phone set
- Location information shows in Skype (i.e. BT 1st Fl)

Features



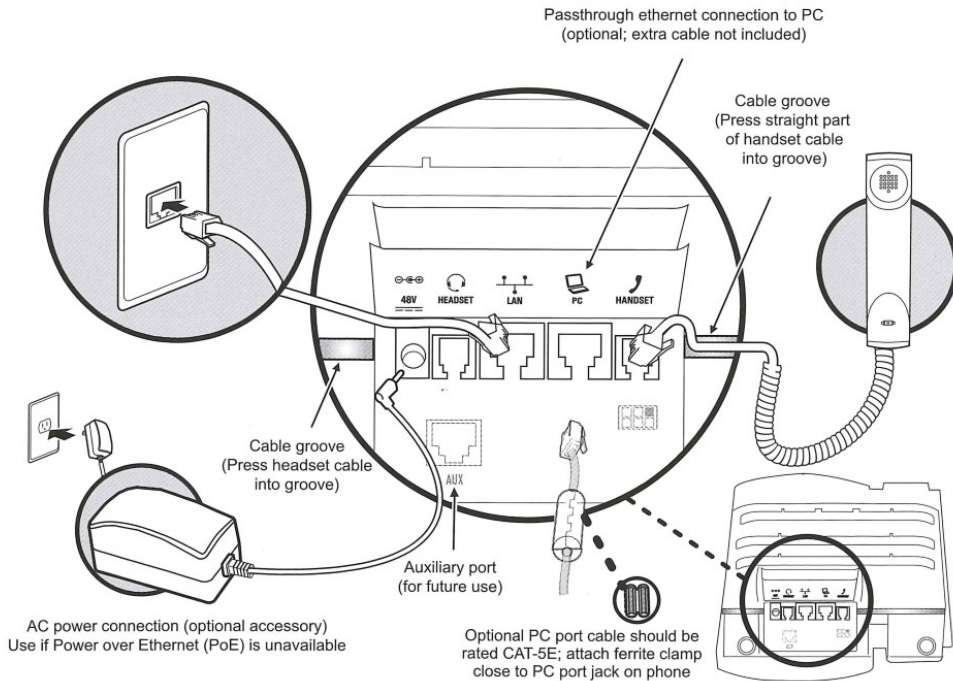
Connect Stand*

Fully insert the stand into one of the slots on the back of the phone. The slot you choose determines the angle of the phone.



*For wallmount installation, an optional accessory is available. For more information, contact your reseller.

Connect Cables



Connect Optional Headset

Note: Your phone supports wired headsets, including electronic hookswitch (EHS) headsets.

For connection directions, refer to your headset documentation. Standard headsets typically use the RJ-9, while EHS headsets use the RJ-9 and serial port.

