NORTEL

Carrier VoIP

Nortel IP Phone 1140E User Guide

Document status: Standard
Document version: 01.02
Document date: 20 October 2006

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         Nortel Networks Confidential

New in this release

There have been no updates to the document for this release.

About the IP Phone 1140E

The IP Phone 1140E 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 network, the handset and keypad of the IP Phone operate in the same way as a standard M5216 Meridian Business Set (MBS) telephone. You can access additional services and features through the soft keys. The label beside a soft key identifies the current function associated with that key.

IP Phone terminal description

The IP Phone 1140E offers these features:

- Six light-emitting diode (LED) indicator lamps
  - message waiting lamp
  - data waiting lamp
  - mute lamp
  - headset lamp
  - handsfree lamp
  - link lamp

- volume control keys
- standard telephone dialpad
- six user-defined feature keys
- four soft keys
- five navigation keys
  - up
  - down
  - left
  - right

   — send (located in the middle of the navigation key, this key is mapped to execute the current function of the left soft key)

- multifield LCD screen
  - adjustable contrast
  - backlight

- three audio modes
  - handsfree speak and listen
  - headset (autodetect support)
  - handset

- one USB port
  - future support for USB mouse and keyboard

- automatic network configuration
- upgradeable firmware
- wideband audio support

identifies the location of the keys and components of the IP Phone.

IP Phone 1140E components

Terminal display

The display on the IP Phone terminal has blue LED backlighting, which you can turn on and off. The backlight turns off automatically after a period of inactivity.

The IP Phone 1140E display has three distinct areas:

* The upper area shows line and feature key status.

* The middle area shows single-line information for items such as caller number, caller name, feature prompt strings, user-entered digits, date and time information, and telephone information.

* The lower area displays the labels for the soft keys.

"IP Phone 1140E display" (page 12) identifies each section of the display, and shows the location of the user-defined feature keys and the soft keys.

IP Phone 1140E display
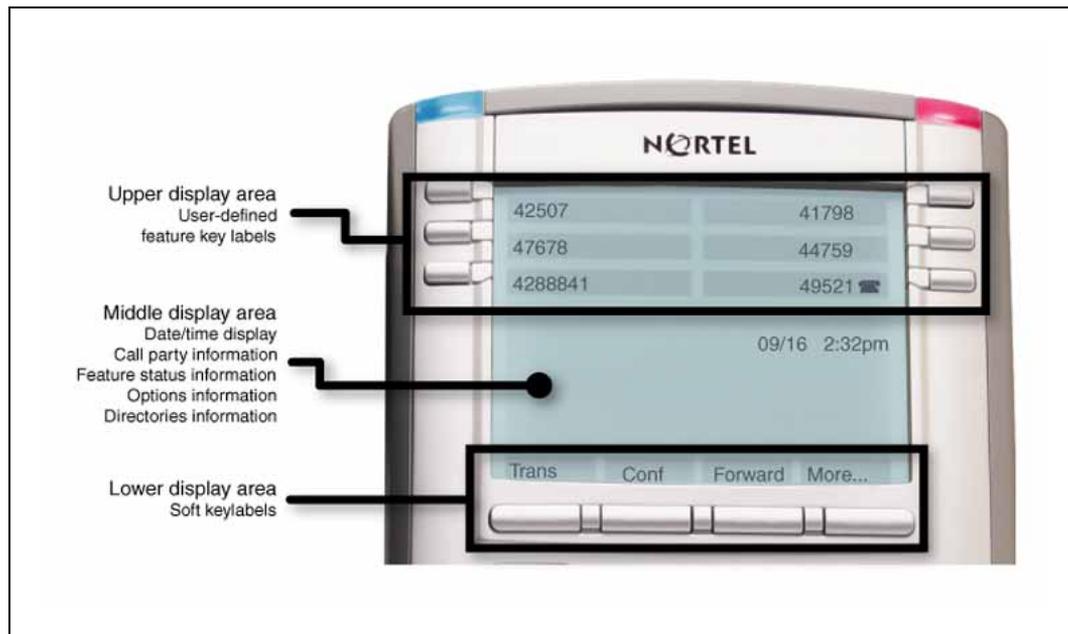
Terminal indicators

The IP Phone terminal uses light-emitting diodes (LEDs) of different colors to indicate the current state of the terminal. This 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 on the top right corner of the set)	Lit when a message is waiting, or a call is missed. The light turns off after you retrieve your message.
Data waiting	Blue (located on the top left corner of the set)	Lit when the terminal is on an active call.
Headset	Red (located on the front, on the headset key)	Lit when the headset is in use.
Handsfree	Red (located on the front, on the handsfree key)	Lit when the handsfree mode is active.

Indicator	LED color	Meaning
Mute	Red (located on the front, on 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	Green (located on the back cover near the network Ethernet jack)	Lit when the link is alive and flashes to indicate activity.

IP Phone 1140E menu systems

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

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

Logoff

Use this item to log out from the IP Phone system.

See "Logging off" (page 23).

Audio

If you have permission to change the default volume on the handset, headset, and handsfree speaker, an item called Audio appears in the main menu. If you do not have 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 43).

Display

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

See "Adjusting the contrast level of the display" (page 47).

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

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

Label

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

See "Labeling a feature key" (page 53).

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 53).

Reset

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

See "Resetting the feature key to the default settings" (page 55).

Language

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

See "Selecting the language" (page 57).

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 59).

User

Use the User menu to:

- view your user name

- view your login type

- enable or disable auto login feature

- change your password

See "Using the User menu" (page 63).

History

Use History menu to:

- reset the Inbox

- reset the Outbox

See "Resetting the Inbox" (page 77) and "Resetting the Outbox" (page 81).

Diagnostics

Use the Diagnostics item to test the local mode.

See "Testing the local mode" (page 67).

Upgrade

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

See "Performing a firmware upgrade" (page 69).

Menu hierarchy
IP Phone 1140E menu hierarchy
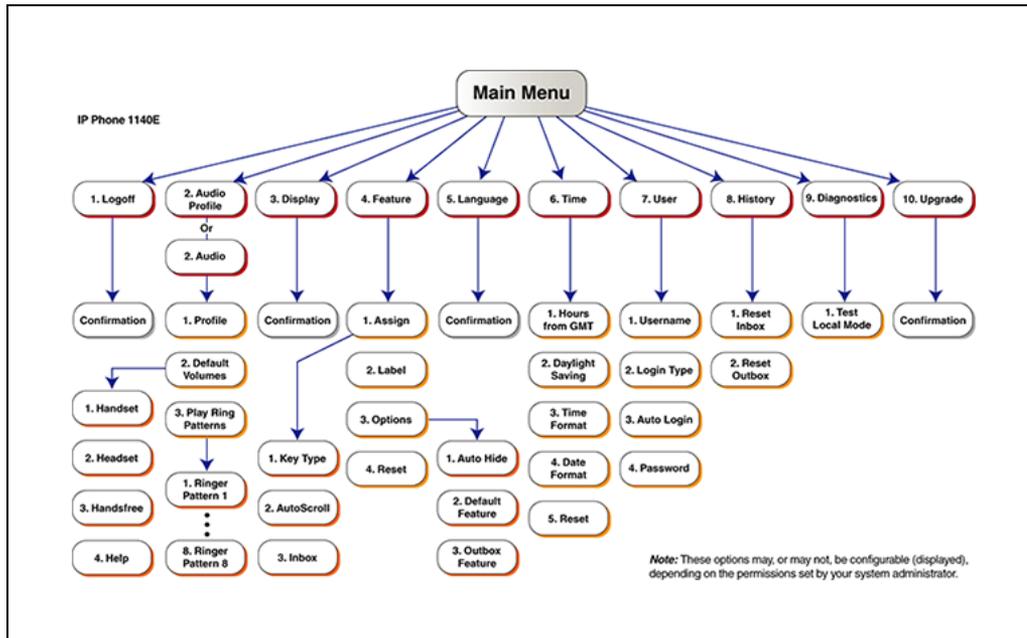
How to use the navigation keys

The IP Phone terminal has navigation keys that you use to navigate the menus and to help you to enter text in the display. See "IP Phone 1140E components" (page 11) for the location of these keys.

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

- up—return to the previous menu item

- down—go to the next menu item

- left/right—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.

- send key—located in the middle of the navigation keys, press to select the menu item

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.

*   See "IP Phone 1140E connectors" (page 20)for the location of the connectors on the back of the IP Phone.

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 to the PC Ethernet port located on the back of the terminal, identified by the PC icon. Connect the other end of the cable to 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
IP Phone 1140E connectors
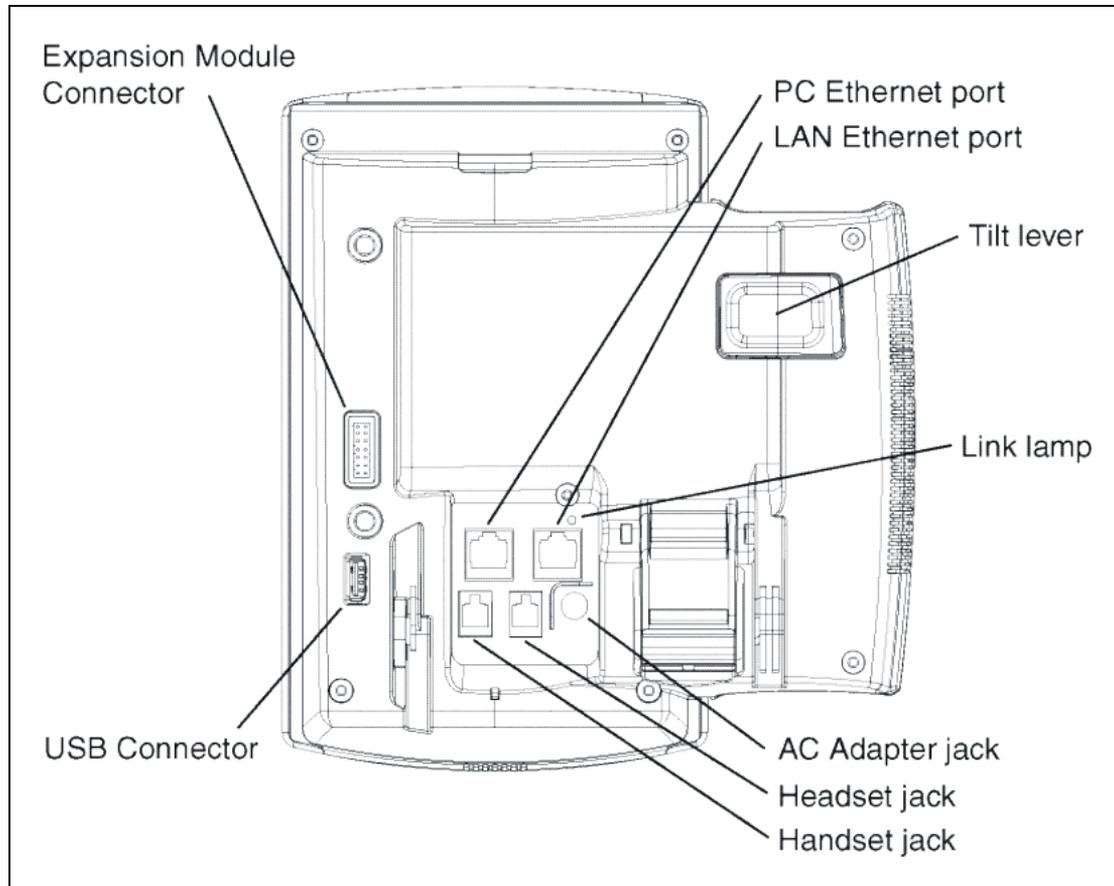
Logging on

Follow this procedure 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 69).

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**, or press the send key. *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**, or press the send key.

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 main menu, select **Logoff**.
2	Press **Ok**, or press the send key.
	A confirmation screen appears.
3	Confirm the action.
	You are logged off from the network.

<div align="center">

—End—

</div>

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 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** or press the send key.

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 "IP Phone 1140E components" (page 11) for the location of the keys.

Answering a call

Follow this procedure to answer a call.

Step	Action
1	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.

—End—

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 "IP Phone 1140E components" (page 11) for the location of the key.

Step	Action
1	Perform one of these actions: • Return the handset to the cradle. • Press the goodbye key. *The call is ended.*

—End—

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 "IP Phone 1140E components" (page 11) 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	During a call, press 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, press the transfer key again.
	The call is transferred.

—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	During a call, press 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	Press 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, press 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	Press the forward key again.
	An icon appears in the display, beside the forward key label.
4	To turn off call forward, press 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** or press the send key. • 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, an item called Audio appears in the main menu.

If you do not have 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 43). • Select and open **Default Volumes**. See "Changing the default volume " (page 44), or "Resetting a default volume" (page 45). • Select and open **Play Ring Patterns**. See "Selecting a ring tone" (page 45).

—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 49). • Select and open **Label**. See "Labeling a feature key" (page 53). • Select and open **Options**. See "Using the Options menu" (page 53).

• Select and open **Reset**. See "Resetting the feature key to the default settings" (page 55)

—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 59).

• Select and open **Daylight Saving**.

See "Enabling Daylight Saving Time" (page 59) and "Disabling Daylight Saving Time" (page 60).

• Select and open **Time Format**.

See "Setting the time format" (page 60).

• Select and open **Date Format**.

See "Setting the date format" (page 61).

• Select and open **Reset**.

See "Resetting the default time " (page 62).

—End—

Navigating the User menu

Follow 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 user name" (page 63).

- Select and open **Login Type**.

  See "Viewing your login type" (page 63).

- Select and open **Auto Login**.

  See "Viewing, disabling, or enabling the auto login feature" (page 64).

- Select and open **Password**.

  See "Changing your password" (page 65).

—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

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, 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 **Audio Profile**.
	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 you want to edit your audio profile, press **Ok** or press the send key.

A list of available profiles appears.

3 Select the profile you want.

A check mark appears beside the selection.

4 Press **Ok** or press the send key, to save the setting.

The new profile is saved and you return to the main menu.

—End—

Changing the default volume

Follow this procedure to change 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**. *A list of transducers appears.*
3	Select the transducer to change.
4	Press **Ok**, or press the send key. *The Default Volumes menu opens.*
5	Perform one of these actions: • Use the right navigation key and scroll to increase the volume. • Use the left navigation key and scroll to decrease the volume. • For help, select **Help**.
6	Press **Apply** to confirm the action. *The selected volume is applied the next time that transducer is used.*

—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**, or press the send key. *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 level of the display

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

Step	Action
1	From the main menu, select and open **Display**.
	The Contrast screen appears.
2	Perform one of these actions:
	• To decrease the contrast, press the left navigation key.
	• To increase the contrast, press the right navigation key.
	The percentage scale on the screen shows the degree of change. The level decreases or increases each time you press the key.
3	Stop pressing the key when you find the contrast you like.
4	Press **Ok**, or press the send key.
	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**, or press the send key.

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 *CICM Basics* (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**, or press the send key.

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 51).

—End—

Assigning a directory entry to a feature key

Follow this procedure to assign a directory entry to a feature key. 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 50)

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**, or press the send key.
	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**, or press the send key. *The AutoScroll screen appears.*
5	Perform one of these actions: • To enable autoscroll, select **Enable**. • To disable autoscroll, select **Disable**.
6	Press **Ok**, or press the send key. *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**, or press the send key. *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.

If you are unfamiliar with how to use the dialpad to enter text, see before you begin this procedure.

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	Use the dialpad to enter the new label.
5	To correct the label, press **Bkspc**.
6	When you have correctly entered the new label, press **Ok** or press the send key. *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**, or press the send key. *The Options menu opens.*

—**End**—

Enabling or disabling auto hide

Follow this procedure to enable or disable auto hide.

When you enable the auto hide feature, only those features that are available appear in the display. Feature availability depends on the state of the terminal and the administrator settings.

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**, or press the send key. *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 Feature 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**, or press the send key. *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**, or press the send key.

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**, or press the send key.
	The terminal now displays text in the selected language.
4	Press **Cancel**.
	You return to the main menu.

<div align="center">**—End—**</div>

Using the Time menu

Follow the 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**, or press the send key. *The time displayed changes to that of the selected zone.*
5	Press **Cancel** twice to return to the main menu.

—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**, or press the send key. *Daylight Saving 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**. *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** or press the send key. *A check mark appears beside the option to indicate that it is enabled. 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:

- ddmmm
- mmmdd
- 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** or press the send key. *A check mark appears beside the option to indicate that it is enabled. 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 the procedures in this section to view and edit your User profile.

Navigation

Viewing your user name

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**.

The Unique screen appears. If Unique is enabled, Ok appears above the far left soft key.

3   Press the down navigation key to view the Joint screen.

If Joint 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**, or press the send key.
	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**, or press the send key.
	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.

If you are unfamiliar with how to use the dialpad to enter text, see "Using the dialpad to enter text" (page 83) before you perform this procedure.

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. The system prompts you to enter your old password.*
3	Use the dialpad to enter the old password.
4	After you enter the old password, use the dialpad to enter the new password in the same screen.
5	Press **Ok**, or press the send key. *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 mainly 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**, or press the send key.
4	Press **Yes**. *The terminal transitions to its secondary IP address and temporarily disconnects from the IP Client Manager.*

—End—

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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**, or press the send key. *The firmware is downloaded.*

—End—

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. See "IP Phone 1140E components" (page 11) for the location of the directory key.

If you are unfamiliar with how to use the dialpad to enter text, see "Using the dialpad to enter text" (page 83) before you begin this procedure.

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** or press the send key. • If you are editing an existing entry, navigate through the list to select the entry, then press **Ok** or press the send key. *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. Use the dialpad to enter the number. c. Press **Ok**, or press the send key.

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. Use the dialpad to enter the surname.

    c. Press **Ok**, or press the send key.

    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. Use the dialpad to enter the first name.

    c. Press **Ok**, or press the send key.

    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, 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 "IP Phone 1140E components" (page 11) 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 entry you want to delete.

3   Press **Ok**, or press the send key.

The Directory menu opens.

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

5   Press **Ok**, or press the send key.

A confirmation screen appears.

6   Press **Ok**, or press the send key, 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 "IP
Phone 1140E components" (page 11) 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**, or press the send key.

The Dial screen appears.

4   Press **Ok**, or press the send key.

The number is dialed.

—End—

Using the Inbox

Follow these procedures to use the Inbox.

The IP Phone 1140E 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 longer 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 the order in which they were received, with the most recent call at the top of the list. Use the up and down navigation keys to scroll through 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, a No Details message appears.

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 retrieve the waiting message.

See "IP Phone 1140E components" (page 11) for the location of the Inbox key.

Navigation

- "Accessing the Inbox " (page 75)
- "Viewing Inbox call information" (page 76)
- "Storing a number from the Inbox" (page 76)
- "Using the Inbox to make a call" (page 77)
- "Resetting the Inbox" (page 77)

Accessing the Inbox

Follow this procedure to access and use the Inbox.

If you have a message waiting, the message waiting indicator lamp on the terminal is turned on. The light is turned off after you access 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** or press the send key.
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**, or press the send key.
	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 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**, or press the send key.

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 71).

—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**, or press the send key.

4   Select **Dial**.

5   Press **Ok**, or press the send key.

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 26).
- To make the call, see "Making a call using predial" (page 26).

—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**. *A confirmation screen appears.*
3	Press **Yes**. *The calls in the Inbox are deleted. You return to the previous screen.*

—End—

Using the Outbox

The IP Phone 1140E 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 longer 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 the 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 number dialed appears. Use the navigation keys to scroll through the list. The list does not wrap around.

See "IP Phone 1140E components" (page 11) for the location of the Outbox key.

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

Navigation

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** or press the send key.

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**, or press the send key.

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.

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3   Press **Ok**, or press the send key.

The Dial screen appears.

4   Press the down navigation key to select **Store**.

The directory submenu appears.

5   See "Adding or editing a directory entry" (page 71)

—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**, or press the send key.
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**. *A confirmation screen appears.*
3	Press **Yes**. *The calls in the Outbox are deleted. You return to the previous menu.*

—End—

Using the dialpad to enter text

Follow this procedure to use the dialpad to enter text.

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 perform theses actions. See "Special characters" (page 84) for the list of special characters that are available.

- Press the **Symbol** soft key.

  A list of symbols opens.

- Scroll through the list and select a symbol.

- Press **Ok**, or press the send key, to enter the symbol.

—End—

Procedure job aid
Special characters

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 E 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 U 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 #	! " # $ % & ' { } 0 1 2 3 4 5 6

Access code summary

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

Use this table to keep a record of the feature Access Codes.

Feature access codes

Feature	Access code	Feature	Access code

Nortel IP Phone 1140E User Guide

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