

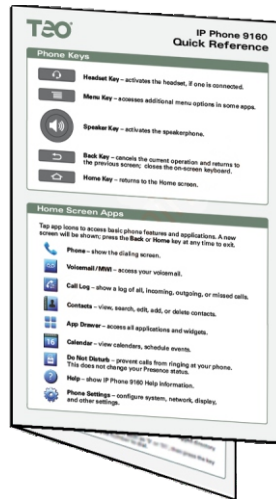


IP Phone 9160 Quick Reference

Printing Instructions

Print this document on both sides of a letter-size sheet of paper, and fold in half.

The finished size is 5.5" x 8.5" after folding.



- In the Print dialog, set Page Scaling to None (Acrobat 6 or later), or unchecked 'Shrink oversized pages' and 'Expand small pages'. (Acrobat 5).

Duplex (two-sided) printers:

- Print both pages **3** and **4** to a letter-size sheet, landscape (sideways) orientation, duplex, flipped on the short edge.

Single-sided printers:

- Print page **3** to a letter-size sheet, landscape (sideways) orientation.
- Re-insert the printed page into the printer feed tray, upside down, and rotate if needed, then print page **4**.
- Fold the printed sheet in half.

(this page intentionally left blank)

Conferencing Calls



During a call, tap the **Conference** softkey to place the current call on hold and open the conference dialing screen.



Dial the party you want to add to the conference.



Tap the **Call** softkey to place the call.



After the second party answers, tap the **Conference** softkey to connect to both parties.

Splitting / Joining Calls



To place the first party on hold and consult with the second party, tap the **Split** softkey.



To switch between parties, tap the **Holding** softkey next to the Caller ID display to reconnect to that party and place the other party on hold.



To join all parties back together, tap the **Conference** softkey.

Ending a Conference Call



To leave the conference and allow the other parties to maintain a connection, tap the **Exit** softkey.



To end the conference for *all* parties, **hang up**, or tap the **End Call** softkey.

Setting the Ringer Volume



When the telephone is idle or ringing (not on a call), tap the **Volume** icon in the Status Bar to display the volume slider.

Move the slider to the desired level.

Setting Your Presence Status

Your Presence status may be viewed by other users in the Teo UC System system and may be used to determine routing of calls to your extension.



Tap the **Presence** softkey to change your Presence status.

Select a status from the popup screen. You can tap the Presence text at the top of the window to enter a custom text message.

Tap **OK**.

Adjusting the Video Camera Angle

Slide the lever at the top edge of the phone, behind the video camera, to adjust the angle of the camera lens.



IP Phone 9160 Quick Reference

Phone Keys



Headset Key – activates the headset, if one is connected.



Menu Key – accesses additional menu options in some apps.



Speaker Key – activates the speakerphone.



Back Key – cancels the current operation and returns to the previous screen; closes the on-screen keyboard.



Home Key – returns to the Home screen.

Home Screen Apps

Tap app icons to access basic phone features and applications. A new screen will be shown; press the **Back** or **Home** key at any time to exit.



Phone – show the dialing screen.



Voicemail / MWI – access your voicemail.



Call Log – show a log of all, incoming, outgoing, or missed calls.



Contacts – view, search, edit, add, or delete contacts.



App Drawer – access all applications and widgets.



Calendar – view calendars, schedule events.



Do Not Disturb – prevent calls from ringing at your phone. This does not change your Presence status.



Help – show IP Phone 9160 Help information.



Phone Settings – configure system, network, display, and other settings.

Status Bar

All of the status information about the IP Phone 9160 is displayed at the top of the screen. To enter the notification panel to further review and deal with all of the information, you can tap on the notification icon at the left of the status bar or drag down the list with your finger.



Handset Mode



Headset Mode



Silent Mode

tap the Mute icon to cancel



Speakerphone Mode



Alarm Clock



Missed Calls

tap to view the call log



Volume

tap to adjust



Network Status (successful)

tap to edit network settings



Network Status (failed)



Do Not Disturb



Call Forward



Auto Answer

Answering a Call



To answer the call shown in the display, lift the handset, press the **Speaker** key, press the **Headset** key, or tap the **Answer** softkey.



Tap the **Video Call** softkey to answer a call in video mode.



If you want to reject the call, tap the **End Call** softkey. The call will go to voicemail.



To answer a ringing call at another extension, tap a **DSS** softkey with a green flashing indicator. The call will be picked up.

Holding a Call



Tap the **Hold** softkey to place a call on hold.

Or tap the New Call softkey to automatically place the current call on hold and initiate another call.



Tap the **Resume** softkey to retrieve the call from hold.



If there is more than one call on hold, tap the Holding softkey for the call that you want to retrieve.

Placing a Call



Manual Dialing

Tap the **Phone** icon, lift the handset, press the **Headset** key, or press the **Speaker** key.



Dial the number.



To place a voice call, tap the **Voice Call** softkey after all digits are entered.



To place a video call, tap the **Video Call** softkey after all digits are entered.

Direct Station Select



Tap a **DSS** softkey to automatically access an idle line and dial a number.

Transferring a Call

Screened (Attended) Transfer



During a call, tap the **Transfer** softkey to place the first call on hold and open the transfer dialing screen.



Dial the party you want to transfer the call to.



Tap the **Call** softkey to place the call.



After the second party answers, tap the **Transfer** softkey to complete the transfer.

Immediate (Blind) Transfer



During a call, tap the **Transfer** softkey to place the first call on hold and open the transfer dialing screen.



Dial the party you want to transfer the call to.



Tap the **Transfer** softkey to complete the transfer.

Immediate (Blind) Transfer using a DSS softkey



During a call, tap a **DSS** softkey to immediately transfer the call to the selected extension.

Listening to Voicemail Messages

The red Message Waiting Indicator (MWI) at the upper right of the phone flashes when messages are waiting.



Tap the **Voicemail / MWI** app icon to access voicemail.



Tap the **Dialpad** softkey to enter voicemail options.