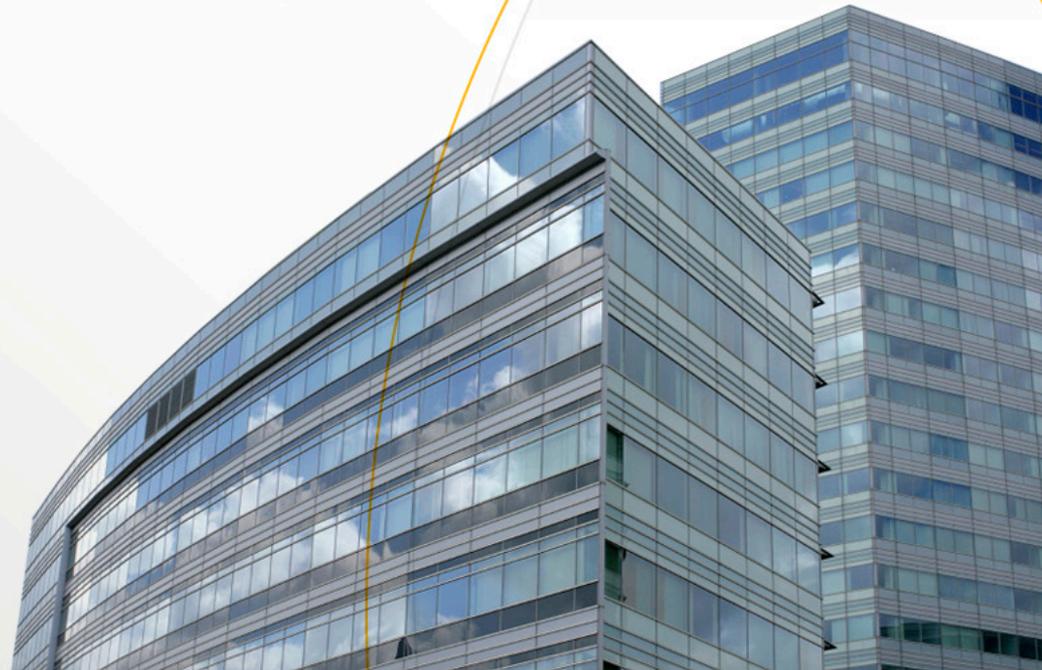




# C4 IP Phone & Voicemail Training

Customer Name



## Agenda

- Introduction and Welcome
- The 1140 IP Phone & Features
- Voicemail
- Questions



# The 1140 IP Phone & Features

Customer Name



# 1140 IP Phone Basics



# 1140 IP Phone Key Descriptions

**NOTE:** The volume keys only change the volume temporarily. If you want to permanently change the volume, you can do so through the Audio section of the phone's Menu.

Feature Status Indicator

Visual Alert/ Message Waiting Indicator



Volume Control

Mute

Handsfree

Incoming Calls

Outgoing Calls

Personal Directory

Goodbye

Headset

Hold

## Logging In Your Phone

1. Enter your **Username**  
(Your 10-digit direct dial phone number)
2. Select the **OK** softkey
3. Enter your **Password**  
(The last four digits of your number + 99)

### Logging in to Another Phone

If you leave your phone logged in and try to log into another phone, you will ask if you want to override, select the **Yes** softkey. This will cause the other phone you were logged into to logout, as you can only be logged into one phone at a time.



**NOTE:** When in another office, you will need to inform Emergency Services of your exact address when dialing 9-911

## Logging Out Your Phone

The only time you will ever need to log in or out of your phone is if you are traveling to other offices. There is no need to log in and out on a daily basis.

1. Press the **Menu** softkey
2. Press the **Ok** softkey with Logoff highlighted
3. Press the **Yes** softkey to confirm



# 1140 Line/Feature Keys (Some Phones May Vary)

## Main Screen

- Primary DID
- Second Line
- Intercom
- Conference
- Transfer
- Voicemail

## Main Screen



Use the  
**Navigation  
Key**



to scroll up  
and down to  
access  
features on  
the Line/  
Feature Keys

## Scroll Up to get to Screen 2

- Primary DID
- Forward
- Auto dial
- Make Busy
- Auto Dial
- Auto Dial



## Screen 2



## Scroll Up to get to Screen 3

- Primary DID
- Auto Dial
- Auto Dial
- Msg Wait



## Screen 3



## Making a Call

- Lift the **Handset**, or press the **Handsfree** or **Headset** keys, then dial the number.
- You can also dial from **Directory** key or from the **In/Outbox** keys.

When Calling...	Dial...
Phones In Your Office	4-Digit Extension
Phones In Other Offices	4-Digit Extension
Local, Toll-Free & Long Distance	9 + 10-Digit Phone Number
International	9 + 011 + Country Code + City Code + Number
<b>Emergency Services</b>	<b>9 + 911</b>



## Caller ID

- Your 10-Digit Phone Number and name will display to other internal users.
- Your 10-Digit Phone Number and your company name will display to outside calls.
- To block your outbound Caller ID, dial **\*67** and then the phone number.

## Last Number Redial

- After the last call dial, press **# #**.



## Answering a Call

- Lift the handset to answer a call, or press the **Line key** to answer handsfree or on a headset.

Or

- If using a headset, press the **Handsfree** key to answer on speakerphone

Or

- If using a headset, press the **Headset** key to answer on your headset



## Placing a Call On Hold

- While on a call, press the **Hold** key to place caller on hold (Blinking telephone icon next to the **Line key** indicates call is on hold)
- Press the **Line key** to retrieve call

Or

- If on Line 1 and Line 2 is ringing, pressing Line 2 puts Line 1 on hold and vice versa



## Using Intercom

Intercom can be voice or ringing

- Press **Intercom** once then dial the number to ring through
- Press **Intercom** a second time and you will place yourself immediately on handsfree on the recipients phone (the recipients phone will be muted until they answer)



## Making a Conference Call

- You can Conference up to ?? participants
- Press **Line key**, dial 1st participant
- Press **Conference** key, places first caller on hold
- Dial next participant, wait until that person answers, then press **Conference** key again to merge calls (press **Goodbye** if they don't answer and the original call will be on hold)
- Continue to add participants by repeating steps above
- When you hang up, callers will stay connected



## Call Join (Join Two Active Calls)

- With the first caller on an active line, press the **Conference** key
- Press the **Line key** on which the other caller is waiting
- Press the **Conference** key again to join all callers to one line



## Transferring a Call

You can transfer calls both internally and externally.

- To transfer an active call, press **Transfer** key
- The call is put on hold and dial tone sounds, enter number to which to transfer the call
- When that number rings or is answered, press the **Transfer** key again



## Transferring a Call to Voicemail

- From an active call, press the **Transfer** key, which will place the first caller on hold.
- Dial **x????** to access Express Messaging.
- At the prompt, enter the **4-Digit Extension** of the recipient and the **#** key.
- Press the **Transfer** key again.



## Forward All Calls

You can forward calls internally and externally

- Press the **Forward** key
- Enter the internal or external **Phone Number** where calls should be sent, then press the **Forward** key again
- Forward indicator will display when calls are forwarded
- To cancel call forward, press the **Forward** key



## Make Busy

- If you are paired to a secretary, Make Busy will silence your phone ringer, but your line will still ring on your secretary's phone
- If you are not paired to a secretary, Make Busy will send your calls straight to voicemail
- Press the **Make Busy** button once to activate
- Press the **Make Busy** button a second time to deactivate



**Tip:** To silence the ringer of an incoming call, press **Goodbye**

## Auto Dial

- To program, press one of the **Auto Dial** keys, enter the number to be stored and then press **Auto Dial** again.
- To use the Auto Dial, at a dial tone press the assigned **Auto Dial** key.

## Labeling an Auto Dial Key

- Press **Menu**
- Scroll to **Feature** & press **Ok**
- Scroll to the correct feature key label and press **Ok**
- Select **Label** and press **Ok**
- Enter the new label name and press **Ok**
- Press **Quit** to return to the main screen



## System Speed Dial

- Dial \*0
- Enter the **2-Digit Speed Dial Code** for the location you want to call



#	Location	#	Location	#	Location	#	Location
01	Miami	12	Tysons Corner	41	Dallas	72	Orange County
02	Fort Lauderdale	16	Philadelphia	42	Houston	73	Silicon Valley
03	Palm Beach North (WPB)	17	Boston	43	Austin	74	Sacramento
04	Tallahassee	18	Delaware	51	Atlanta	75	Phoenix
05	Orlando	21	New York	62	Amsterdam	76	Las Vegas
07	Palm Beach South (Boca Raton)	24	New Jersey	64	Zurich	77	San Francisco
09	Tampa	25	Albany	66	Shanghai	81	Denver
10	Doral Operation Center	26	White Plains	67	London	99	Help Desk
11	Washington D.C.	31	Chicago	71	Los Angeles		

## Admin Phones – 1140 + GEM



### Inspect

- When a call is ringing on someone else's line, press **Inspect** once, then press the **Line key** that is ringing to display the caller ID
- To answer the call, press the **Line key** that is ringing a second time and lift your receiver

### Labels

The labels for each line can be changed the same way you edit the labels for Auto Dial keys



# Voicemail

Customer Name



## Voicemail – Getting Started

### Logging-in for the first time

- Your voicemail box is your **4-Digit Extension**
- Your temporary password is your **4-Digit Extension number plus 99**
- You will be required to change your temporary password immediately to maintain system security.

Number: 4045551234  
(example)

Voicemail: 1234  
(example)

Password: 123499  
(example)

**NOTE:** You should setup your voicemail greeting and password prior to the new system going active by dialing press the **Voicemail** key on the new phone once it's on your desk.

## Voicemail – Access Information

There are 3 ways to access your voicemail by phone.

1. Dial from IP phone: Select the **Voicemail** key, when prompted, enter password, then **#**
2. Call the voicemail portal from any phone outside office: Dial **???.???.????**, enter your **4-Digit Extension**, then **#**. At the prompt, enter **Voicemail Password**, then **#**
3. Call your phone number from any phone: During greeting, enter **\*** and voicemail password, then **#**

## Voicemail – Notifications

<b>Notification Option</b>	<b>Description</b>
<b>Message Waiting Notification</b>	Red light on your IP telephone
<b>Email Text</b>	Email notification sent to email address(es) for your BlackBerry/Personal Digital Assistant (PDA) to indicate that you have voicemail messages

## Voicemail – Email Notifications

- When you receive a new message, you will receive an email on your BlackBerry and computer.
- The subject of this email will have the dial in number to check your messages. If you are away from the office, you can simply select and call that number on your BlackBerry.

From: mwn@c4voicemail.net Sent: Wed 3/24/2010 1:45 PM  
To: Test, Test  
Cc:  
Subject: Voicemail at 305-418-6599

You recently received a Voice Message in your Cypress Unified Messaging mailbox.

Date/Time of Call: Wednesday, March 24, 2010 01:45PM EDT

Calling Number:

Message Length: 00:17 seconds

Message Priority: Normal

There are three ways to access this message:

- 1) You can call into your voicemail number from your phone.
- 2) You can view your voicemail in your email client.
- 3) Or you may visit <http://c4voicemail.net>.

This feature is  
not available for  
?? Users

## Voicemail Website Login

<http://C4voicemail.net>

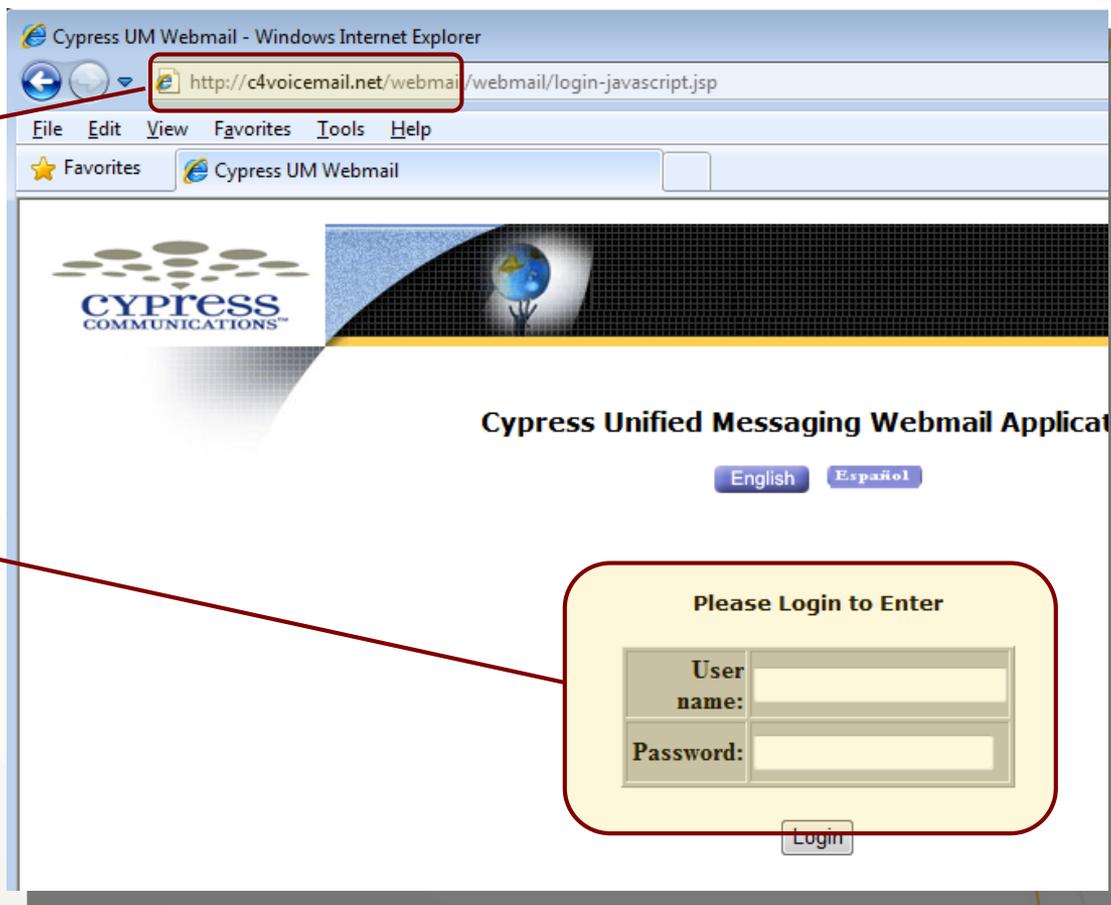
1. Start your Web browser, enter the above website address.
2. Enter your User name and Password.

Default Username:

**4045551234@domain.c4voicemail.net**

Default Password:

**123499**



Cypress UM Webmail - Windows Internet Explorer

http://c4voicemail.net/webmail/login-javascript.jsp

File Edit View Favorites Tools Help

★ Favorites Cypress UM Webmail

CYPRESS COMMUNICATIONS™

Cypress Unified Messaging Webmail Application

English Español

Please Login to Enter

User name:

Password:

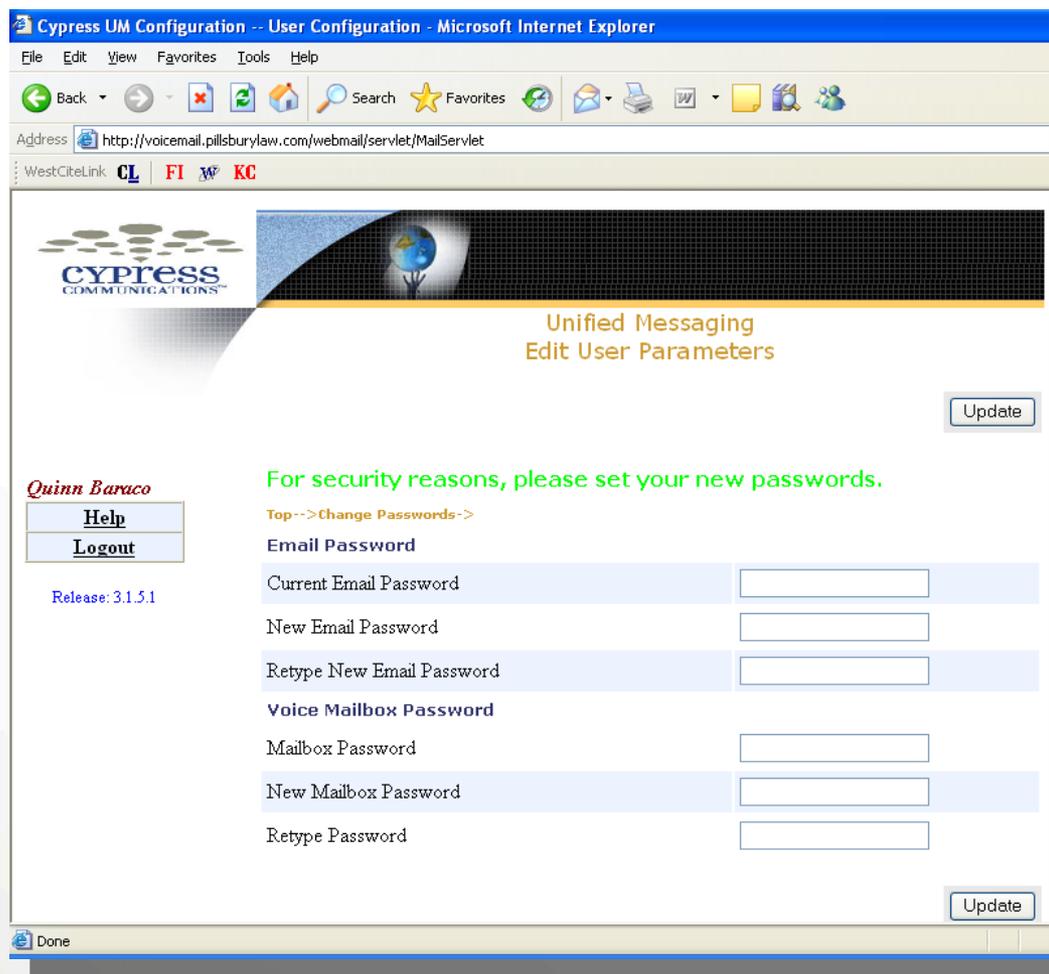
Login

## Voicemail – Initial Website Login

**NOTE:** When logging in for the first time you will be required to change your Web access password (called “Email Password”).

**NOTE:** When logging into the website, you will also be prompted to change your phone password if you’ve never login via your phone before. Use the new password you created earlier.

Make sure to write down your new passwords on your Information Card!



Cypress UM Configuration -- User Configuration - Microsoft Internet Explorer

Address: http://voicemail.pillsburylaw.com/webmail/servlet/MailServlet

WestCiteLink CL FI W KC

CYPRESS COMMUNICATIONS

Unified Messaging  
Edit User Parameters

Update

*Quinn Baraco*

[Help](#)

[Logout](#)

Release: 3.1.5.1

**For security reasons, please set your new passwords.**

[Top-->Change Passwords->](#)

**Email Password**

Current Email Password

New Email Password

Retype New Email Password

**Voice Mailbox Password**

Mailbox Password

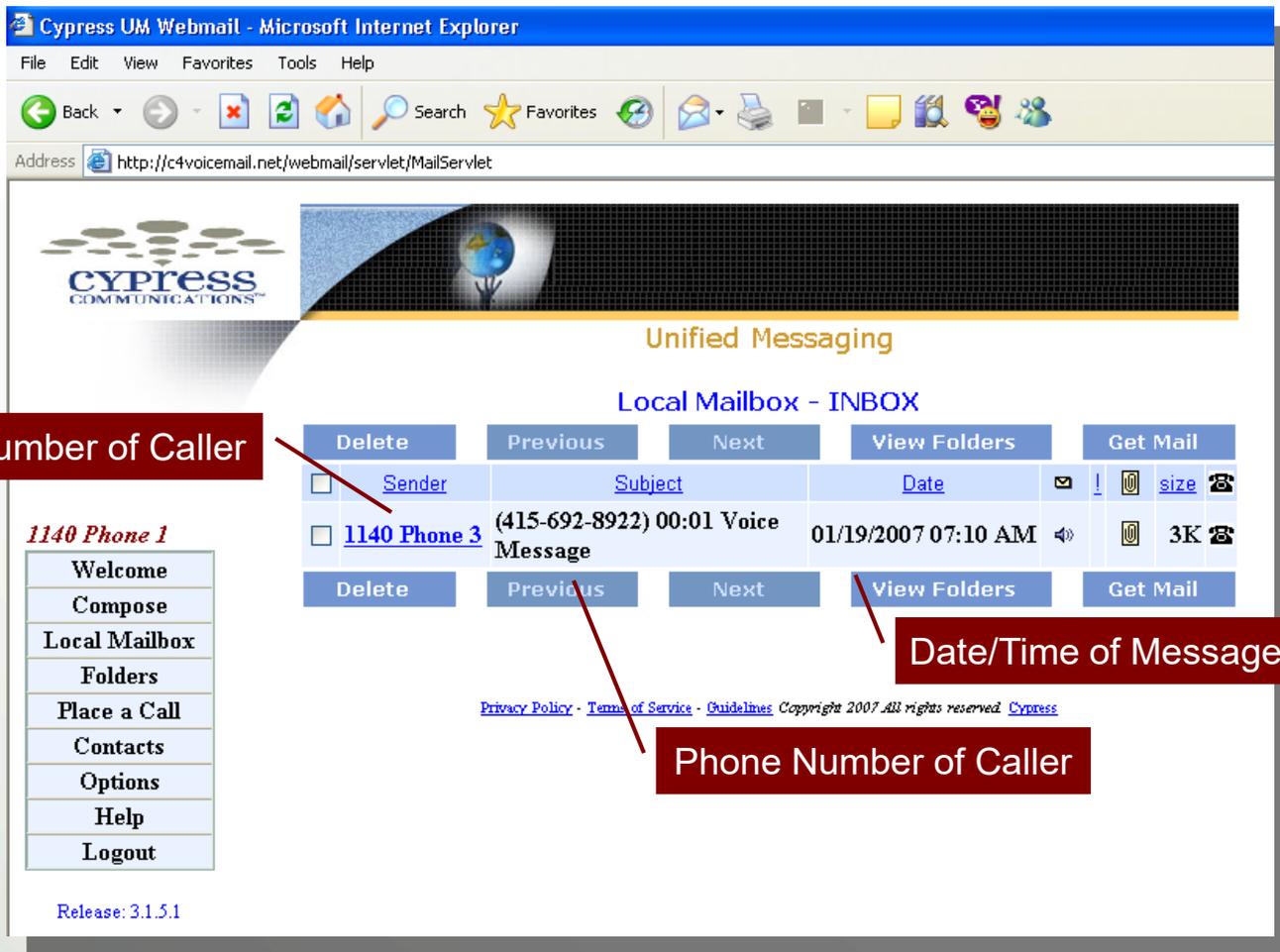
New Mailbox Password

Retype Password

Update

Done

# Voicemail – Listening to Messages Online



**Name or Phone Number of Caller**

**Date/Time of Message**

**Phone Number of Caller**

<input type="checkbox"/>	<a href="#">Sender</a>	<a href="#">Subject</a>	<a href="#">Date</a>				
<input type="checkbox"/>	<a href="#">1140 Phone 3</a>	(415-692-8922) 00:01 Voice Message	01/19/2007 07:10 AM			3K	

1140 Phone 1  
 Welcome  
 Compose  
 Local Mailbox  
 Folders  
 Place a Call  
 Contacts  
 Options  
 Help  
 Logout

Release: 3.1.5.1

[Privacy Policy](#) - [Terms of Service](#) - [Guidelines](#) Copyright 2007 All rights reserved. Cypress

## Using Unified Messaging – Demonstration

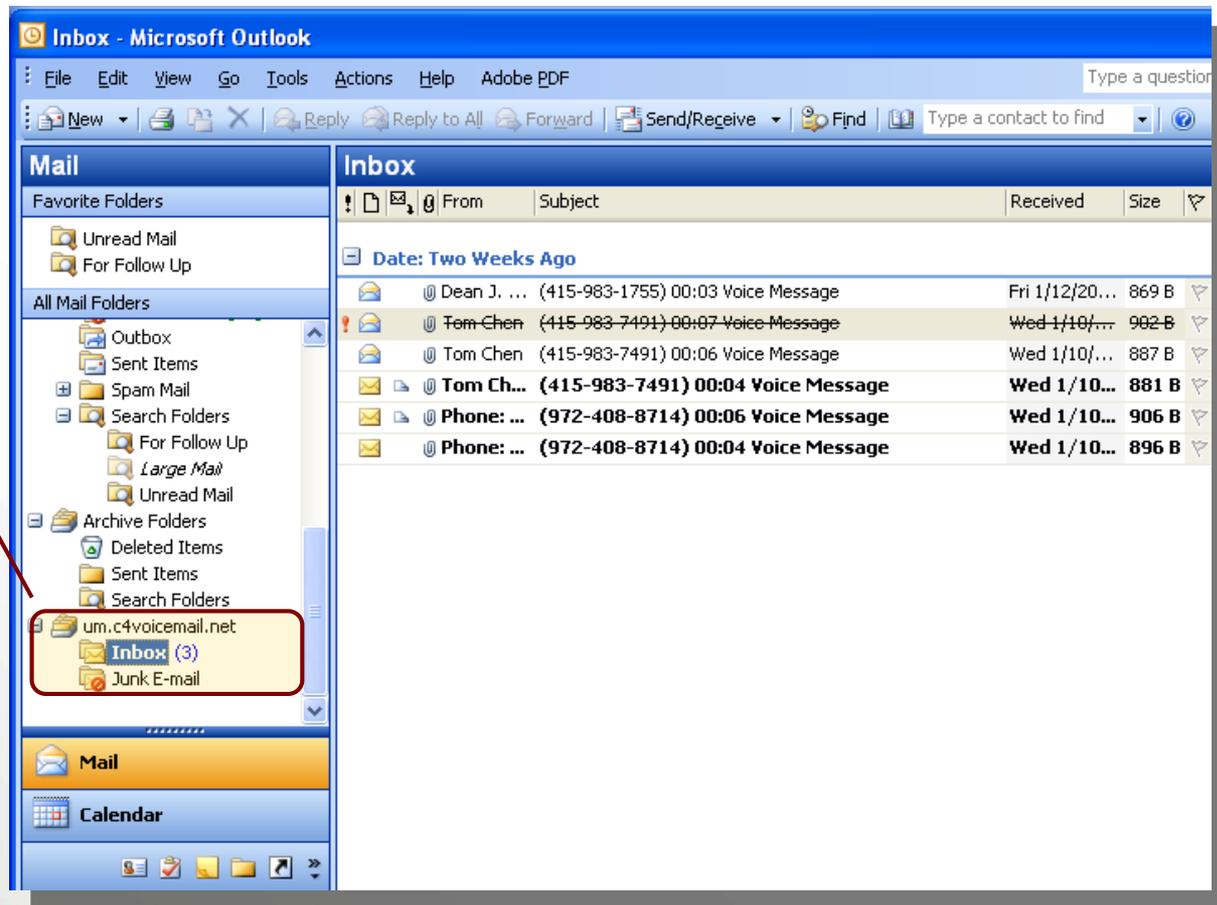
- Access the Unified Messaging Website
  - <http://c4voicemail.net>
- Change your password
  - Write down your new passwords on your Customer Information Card!
- Using the Microsoft Outlook Voicemail Inbox

## Accessing Voicemail Through Microsoft Outlook (IMAP)

- Receive voicemail messages in a separate folder Inside Microsoft Outlook
- Manage your voicemail messages via your email program
- Delete voicemail messages simultaneously from Microsoft Outlook and your Voicemail box on your phone

**Note:** The password used for your Voicemail in Microsoft Outlook is the same as the web portal

# Voicemail Folder in Microsoft Outlook



Voicemail Inbox

## Voicemail Message Retention Policy

- **Capacity: 75 Messages** can be stored in your mailbox
- **Expiration:** Any messages that have already been listened to will expire after **14 days**
  - Make sure that you delete your messages on a regular basis to ensure you do not hear the message expiration warning when trying to check for new messages. Also, if your mailbox is full it will not accept any new messages.
- **Auto Deletion:** The system will automatically delete messages the day after they expire



## Reminder – Log In & Log Out

If you logged into the phone in front of you, make sure you logout before leaving class.

### Logging Out of Your Phone

1. Press the **Menu** softkey
2. Press the **OK** softkey with Logoff highlighted
3. Press the **Yes** softkey to confirm



When you get back to your office, you will need to log back into the new phone on your desk.

### Log in to a Phone

1. Enter your **Username**  
(Username: Your 10-digit direct dial phone number)
2. Select the **OK** softkey
3. Enter your **Password**  
(Password: The last four digits of your number + 99)

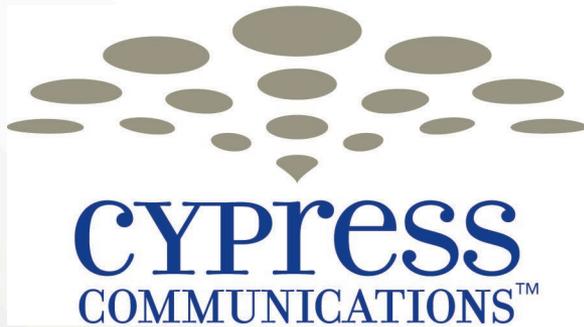


## Floor Support, Timeline & Getting Help

- Floor Support will be by after class.
- Your new IP Phone will be placed on your desk **?????**.
- You can use your new IP Phone to make outbound calls right away.
- You can/should set up your new voicemail as soon as training has been completed.
- Your telephone numbers will be moved over to the new IP Phone system on **??????** at **??? pm**. At this point all inbound/outbound calls will go to the new phone.
- When your account is transitioned over to our central Customer Support Center you will need to contact **888.528.1799** for support.

**Reminder:** You will no longer have access to your existing voicemail system. Make sure to listen to your messages before **??? pm** on **??????**.

# Questions?



making  
communications  
easy.