Configuring Your Phone's Keys

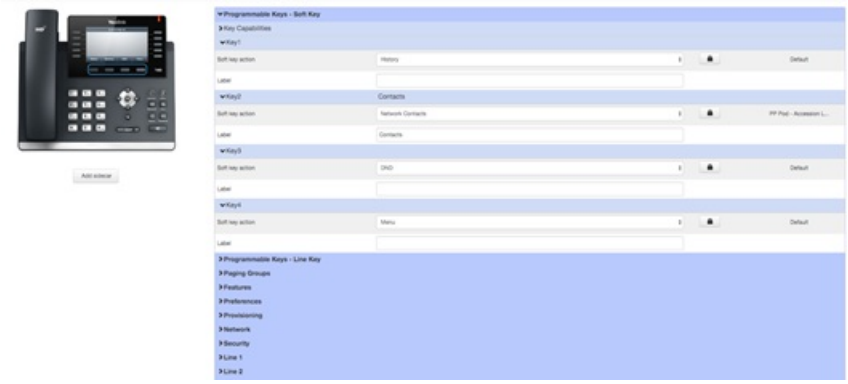
You configure your phone's keys using the Phone Configurator. To launch the Phone Configurator, follow these steps:

1. Click on **Devices** under Personal Details in the CommPortal.
2. Select the phone and click on **Set Keys**. This launches a new browser window for the Phone Configurator.
3. Click Edit on the phone that you would like to configure.

Using the Phone Configurator (Endpoint Pack)

Once you have launched the Phone Configurator you will be presented with an image of your phone on the left and the configurable keys on the right.

Modifying a phone profile



The examples shown in this document show a Yealink T46S. Your phone model may differ from the one shown.

- Click the arrows alongside the headings in bold to expand the menus and expose the keys that can be configured.
- Use the drop-down menus alongside each key to select the function that you want to add to this key.
- For some phone models, some settings may be grouped together into 'hotspots', which allow you to display only the keys within the hotspot in the panel on the right hand side of the screen.
- Hover your mouse over the phone image to see if there are any hotspots.
- If a hotspot appears, click on it to access the settings for these keys.
- Click on another region of the phone image to restore the full list of settings on the right-hand side.

You may be able to configure the following options for the keys on your phone (although not all of these options may be enabled on your phone system):

- None – this is used when a key is not assigned a function.
- Line – this key is used for your phone line. Pressing this key will cause the phone to go off-hook and ask you for digits to dial. When calls come into that phone line, this key can be used to answer those calls.
- Speed Dial – this configures the key as a speed dial
  - Enter the number you want this Speed Dial to call in the box provided.
- Do Not Disturb – configures the key as a Do Not Disturb key
- Monitored Extension – allows you to monitor another line
  - Enter the number of the extension you want to monitor in the box provided.
- Other Service – this is reserved for future services.
- Park Call – this is used to park calls as described
- Retrieve Parked Call – this is used to retrieve parked calls
- Automatic Recall – this sets up the key as a speed dial to call the Automatic Recall access code.
- Call List – this configured the key to show you recent calls.
- Directory – this configures the key to provide you with the phone's list of contacts
- Intercom – this configures the key to launch a paging call
- Services – this configures the key to provide to access to services configured on your phone.
- Voicemail – this configures the key as a speed dial to access your Voicemail.
- Last Caller ID Erasure – this configures the key as a speed dial to call the access code which clears the network list of your recent calls.
- Automatic Callback – this configures the key as a speed dial to call the Automatic Callback service.
- Trace Call – this configures the key as a speed dial to call the Call Trace service.
- Line Identity – this configures the key as a speed dial to call the Line Identify service, which reads back your phone number.
- Group Pickup – this configures the key as a speed dial for the Group Pickup service
- Directed Pickup – this configures the key as a speed dial to pickup calls ringing on a particular line.
  - Enter the number of the extension you want to pick up calls for in the box provided.

Once you have finished configuring your keys, you should save your changes.

- For any changes to take effect your device must be rebooted.

If you do not want to save your changes, click**Discard changes**. This will remove any changes made since the last time you saved your phone's configuration.

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