

Cisco Phone Quick User Guide



(Figure-1)





1	Indicator light (LED)	Provides these indications: <ul style="list-style-type: none"> Solid red—Phone is connected to AC power source, and battery is charging. Solid green—Phone is connected to AC power source, and battery is fully charged. Fast blinking red—Incoming call. (Phone can be charging or fully charged.) Slow blinking red—Voice message. (When phone is connected to AC power source, the red light displays longer than when using only the battery.) Slow blinking green (every 2 sec) Phone is using only battery power and is within service coverage area. Phone will not work outside of UCH
3	Speaker button	Toggles the speaker mode on or off for the phone.
4	Right softkey button	Activates the Options menu for access to the list of softkeys. Sometimes displays a softkey label.
5	Navigation button	Accesses these menus and lists from the main screen. Allows you to scroll up and down menus to highlight options and to move left and right through phone numbers and text entries.
6	Select button	Activates the Help menu from the main screen. Allows you to select a menu item, a softkey, a call, or an action.
7	Power/End button (red)	Turns the phone on or off, ends a connected call, or silences the ring during an incoming call. When using menus, acts as a shortcut to return to the main screen.
13	Answer/Send button (green)	Allows you to answer a ringing call or, after dialing a number, to place the call.
14	Left softkey button	Press to Access the Personal Phone Book/Contacts
15	Mute button	Toggles the mute feature on or off.
16	Volume button	When the phone is idle, allows you to control the ring volume, turn on the vibrate option, or turn off the ring. When an incoming call is ringing, allows you to press this button once to silence the ring for the call. During a call, allows you to control the speaker volume Alert - Pressing the volume button down too far will shut off the ringer and you will NOT be alerted to incoming calls or alerts!!

Icon Legend

	Signal icon—Indicates the degree of signal strength
	Key Lock icon—Indicates the keypad is locked
	Speaker icon—Indicates speaker mode is active
	Mute icon—Indicates mute is active
	Ringer Off icon—Indicates the phone alert is silent
	Vibrate icon—Indicates the phone alert is vibrate only
	Vibrate and Ring icon—Indicates the phone alert is vibrate and ring

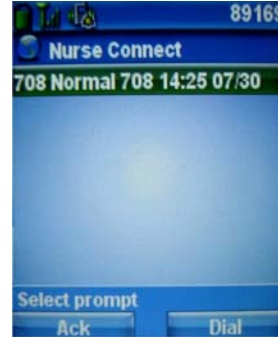
If you want to...	Then...
Place a call using the handset	<ol style="list-style-type: none"> Dial the phone number. Press to place your call. Note No dial tone occurs.
Place a call using the speaker mode on the handset	<ol style="list-style-type: none"> Press and hold button to activate the speaker. Dial the phone number. Press to place your call. Note Press and hold button again to turn off speaker mode.
Redial a number using the handset	Press twice or choose Options > Redial .
Dial from a call log	<ol style="list-style-type: none"> Press . Choose Missed Calls, or Received Calls, or Placed Calls. Press the number key for the listing or scroll to a listing and press .
Toggle Mute on	During a call, press on left side of phone. The icon appears at the top of the phone screen.
Toggle Mute off	Press . The disappears.
Access and Dial a number from the Global Phone Book	<ol style="list-style-type: none"> Choose > Directory Services > Corporate Directory In the "First Name" field, enter first letter of unit or position. Press the left soft key under "Search". Scroll to the name/number. Press Dial or .
Dial a number from the Personal Phone Book	<ol style="list-style-type: none"> Press left softkey under "Ph Book" Scroll to find desired name/contact <ul style="list-style-type: none"> - To dial, press - To edit, press softkey under "Change"
To add or delete an entry to the Personal Phone Book	<ol style="list-style-type: none"> Press left softkey under "Ph Book" Press the right softkey under "Options" <ul style="list-style-type: none"> - Select "New" to add a new entry - Select "Delete" to delete current entry - Select "Details" to view entry info
Create a Conference Call	<ol style="list-style-type: none"> From a connected call, choose Options > Confm. Enter the participant's phone number. Wait for the call to connect. Choose Options > Confm again to add the participant to your call. Repeat to add additional participants.
See a list of conference participants or remove participants	Choose Options > ConfList .
End your participation in a conference	Choose , EndCall , or Options > EndCall .
Transfer a call without talking to the transfer recipient	<ol style="list-style-type: none"> From an active call, choose Options > Trnsfer. Dial the target number. Choose Options > Trnsfer again to complete the transfer or EndCall to cancel.
Talk to the transfer recipient before transferring a call (consult transfer)	<ol style="list-style-type: none"> From an active call, choose Options > Trnsfer. Dial the target number. Wait for the transfer recipient to answer. Choose Options > Trnsfer again to complete the transfer or EndCall to cancel.
View your call logs	<ol style="list-style-type: none"> Press . Choose Missed Calls, Received Calls, or Placed Calls. Each call log stores 100 records.

Nurse Call Phone Functions

If you want to...	Then...
Lock the phone keypad	Press and hold the  key until the screen displays "Keypad Locked" and the  icon displays at the top of the Main screen. Note The keypad lock is temporarily disabled when you have an incoming call.
Unlock the phone keypad	Press Unlock . When the screen displays "Unlock Keypad?", press OK , and the  icon disappears. Note You must press the Unlock and OK softkeys when they appear, or the keypad remains locked.
Adjust the volume during a call	Press  to adjust the ear piece or speaker volume.

Receiving A Patient / Room Call:

When receiving a Normal call from a patient room, the phone will display the room number and the call type (Normal, Bed Exit, Code Blue, Toilet, Shower, etc.) on the phone screen. You may acknowledge (Ack) or Dial (Dial) the room by selecting the appropriate softkey directly beneath the Ack or Dial.



(figure-3)

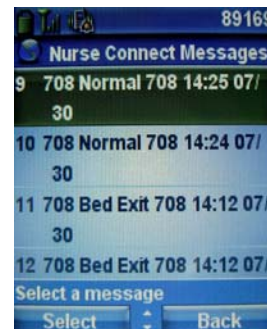
Ack: Acknowledges the patient call, silences the phone, but the call is still active and the nurse call system will continue to send the alert until the room is dialed or the alert is physically cancelled in the room.

Dial: Will dial in to the patient room – the process will take 10-12 seconds to connect to the room.

Note: While on a call to the patient room, the phone will still receive Code Blue and Bed Exit alerts – the phone will vibrate and the alert and room/call information will display on the screen.

View Unacknowledged Alerts:

Any patient call or alert that is not Ack or Dialed will show up in the Nurse Connect Messages Log. To access the log, press the button on the left-side of the phone above the volume button (#17). This displays a list of all calls that were not Ack/Dialed, or if the red button was pushed to 'cancel' the alert/call



(figure-4)

Scroll down and select the alert, then press the 'Select' softkey. The Ack / Dial screen will then appear (as in Figure-3). Select Dial to connect to the room, or Ack to remove the alert. Dial back to the room may be done at any time from this log.

Installing / Removing The Phone Battery

To Remove Battery Cover: Push the locking catch (#1) to the left and hold it there while lifting and removing cover.

To Remove Battery: Lift the battery (#2) from the top left corner.

To Insert Battery: Place bottom of battery into battery well, then push battery into well from bottom to top.

To Replace Battery Cover: Place bottom of cover into inserts first, then snap cover into place.



(figure-2)

NOTE:

DO NOT press and hold the * key to turn on/off the phone ringer. The vibrate function will be lost.