



3COM

# VCX™ Business Telephone Guide

VCX™ V7000 IP Telephony Solution  
System Release 7.1

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# ABOUT THIS GUIDE

This guide describes how to set up and use 3Com® VCX™ telephones and consoles.

This guide is for users of the following VCX hardware and software:

- VCX 2102 Business Telephone
- VCX 3102 Business Telephone
- VCX 3105 Attendant Console



*If release notes are shipped with your product and the information there differs from the information in this guide, follow the instructions in the release notes.*



**CAUTION:** *The 3Com telephone system operates over the Ethernet local area network (LAN), not through a traditional telephone connection. Your telephone is connected to the 3Com system through an RJ45 Ethernet connector instead of through an RJ11 telephone connection. Your telephone will not work unless it is connected correctly.*




For information about installing your telephone, see the packing sheet that came in the box with your telephone. The model number is on the underside of the telephone. Contact your administrator if you have questions about your telephone connection.

For information about the voice mail system and features, see the *IP Messaging Module User Guide - 3Com Native Interface* or the *IP Messaging Module User Guide - Traditional Interface*, depending on the Telephone User Interface (TUI) enabled for your phone.

## Conventions

Table 1 and Table 2 list conventions that are used throughout this guide.

**Table 1** Icons

Icon	Type	Description
	Information note	Information about important features or instructions.
	Caution	Alerts you to potential loss of data or potential damage to an application, system, device, or network.
	Warning	Alerts you to potential personal injury.

**Table 2** Text Conventions

Convention	Description
Screen displays	This typeface represents information as it appears on the screen
<b>Commands</b>	The word "command" means that you must enter the command exactly as shown and then press Return or Enter. Commands appear in bold. Example:  To remove the IP address, enter the following command:  <b>SETDefault!0 -IP NETaddr = 0.0.0.0</b>
Words in <i>italics</i>	Italics are used to: <ul style="list-style-type: none"> <li>■ Emphasize a point.</li> <li>■ Denote a new term at the place where it is defined in the text.</li> </ul>

**Figures** This guide provides figures and screen captures that contain sample data. This data may vary from the data on an installed system.

---

**Related  
Documentation**

These 3Com documents contain additional information about the products in this release that are a part of or support the 3Com Convergence Application Suite.

The following documents are a part of the VCX IP Telephony Module:

- *VCX Installation Guide*
- *VCX Maintenance Guide*
- *VCX Administration Guide*
- *VCX Basic Telephone Quick Reference Guide*
- *VCX Business Telephone Quick Reference Guide*
- *VCX Manager's Telephone Quick Reference Guide*
- *VCX Feature Codes for Analog Telephones Quick Reference Guide*
- *VCX Telephone Display Quick Reference Guide*
- *VCX Basic Telephone Guide*
- *VCX Business Telephone Guide*
- *VCX Manager's Telephone Guide*
- *VCX Security Guide*

The following documents are a part of the IP Messaging Module:

- *IP Messaging Quick Reference Guide - 3Com Native Interface*
- *IP Messaging Module User Guide - 3Com Native Interface*
- *IP Messaging Quick Reference Guide - Traditional Interface*
- *IP Messaging Module User Guide - Traditional Interface*
- *IP Messaging Module Operations and System Administration Guide*
- *E-Mail Reader Application Quick Start Guide*

The following documents are a part of the IP Conferencing Module:

- *IP Conferencing Module Installation Guide*
- *IP Conferencing Module Administration Guide*
- *IP Conferencing Module User Guide*
- *Convergence Center Client User and Administration Guide*

The following documents provide information on products that support this release:

#### Enterprise Management Suite

- *Enterprise Management Suite Getting Started Guide, Version 2.3*
- *Enterprise Management Suite User Guide, Version 2.3*
- Enterprise Management Suite 2.3 for VCX 7.1 User Guide

#### Digital Gateways

- *V7122 and V6100 Digital User Guide, Version 4.8*
- *V6100 Digital Fast Track Installation Guide, Version 4.8*
- *V7122 Digital Fast Track Installation Guide, Version 4.8*

#### Analog Gateways

- *V7111 Analog Fast Track Installation Guide, Version 4.8*
- *V7111 Analog User Guide, Version 4.8*
- *V6000 Analog Fast Track Installation Guide, Version 4.8*
- *V6000 Analog User Guide, Version 4.8*

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## Comments

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Include the following information with your comments:

- Document title
- Document part number (found on the front page)
- Page number
- Your name and organization (optional)

#### **Example:**

***VCX Business Telephone Guide  
System Release 7.1***

Part Number 900-0397-01 Rev AC

Page 25



*Please address all questions regarding the 3Com software to your authorized 3Com coordinator.*

# 1

## GETTING STARTED

This chapter provides a general description of your VCX telephone and describes the steps you must complete to use your phone.

This chapter includes the following topics:

- [VCX Telephone Overview](#)
- [Initial Voice Mailbox Setup](#)
- [Configuration Options](#)
- [Additional Information Sources](#)

## VCX Telephone Overview

Your VCX telephone must be configured to work in an IP network. This means your phone must be assigned an IP address so it can communicate with other VCX phones and devices. Typically, your administrator assigns IP values, including an IP address, as part of the installation process.

During the installation process, your administrator creates an account for you. This account includes a telephone number and a voice mailbox. Your administrator also assigns a password that associates your telephone number and a voice mailbox with your account.

This chapter assumes that your administrator has either logged you in to your telephone or has given you login instructions.

- If you are logged in, the Display Panel on your phone shows the current date and time, and your extension.
- If you are not logged in, see [Logging In to Your Telephone](#).



*This guide describes the features available with your telephone, such as telephone button functions, making and forwarding calls, and speed dialing. In addition, your account includes a voice mailbox. Voicemail features are provided by 3Com IP Messaging software. These features, such as listening to or sending messages, are described in the IP Messaging guide associated with your messaging system. See [Additional Information Sources](#).*

The settings on your telephone, including your extension, personal settings, and system settings, remain the same even when you move your telephone from one Ethernet jack to another, as long as both Ethernet connections are part of the same network.

One of the benefits of a telephone configured with an IP address is portability. Depending on how your administrator has configured the VCX system, you may be allowed to configure another VCX phone in the system to duplicate your primary phone simply by logging in to the other phone using your password (see [Transferring Your Phone Settings to Another Phone](#)).



*Your VCX telephone can provide many features. Some of these features are optional. Your administrator determines which features are available for your telephone.*

---

## Initial Voice Mailbox Setup

When a caller dials your telephone number and you are unable to answer the call, the caller hears a recording and is prompted to leave a message. Before you can listen to messages in your voice mailbox, you must record your name, a personal greeting, and change the default password you use to access your mailbox.

Your administrator will provide you with the default password for initial mailbox access. Typically, the default password is the last 4 digits of your phone number. The first time you access your voice mailbox, the system prompts you to change your password, record your name, and record a personal greeting.

Note that the password you use to access your voice mailbox is not the same password you use to log in to your telephone. When you change the default voicemail password in the following procedure, you do not change the telephone login password.

To initialize your mailbox:

- 1** Lift the handset.
- 2** Press the message button on your phone (see the chapter in this guide that describes the buttons and controls for your particular phone model).
- 3** At the password prompt, use the keypad to enter your default password.  
The voice prompt system describes the initialization process and introduces the Setup Assistant function.
- 4** Follow the voice prompts to:
  - a** Enter a new password (ask your administrator for password length requirements; use digits only, \* and # are invalid characters).
  - b** Record a name announcement.
  - c** Record a personal greeting.
- 5** Hang up.

---

## Configuration Options

Simple VCX telephone operations (for example, making a call, transferring a call, and putting a call on hold) require no configuration. These operations are described in [Chapter 5](#).

Many VCX features, however, do require configuration (for example, call forwarding and speed dialing). In general, you can configure these features using one of the following methods:

- The Telephone User Interface (TUI) is a phone-based interface that allows you to manage your user account and VCX telephone by entering commands using the telephone keypad. The command used to enable or disable a feature is executed by entering a feature code. Configuration options and prompts are displayed on the telephone Display Panel. See [Chapter 7](#) for more information on using the TUI. Many options configured through the TUI require entering a feature code.
  - Basic telephone operation, such as making calls and putting a call on hold, is described in [Chapter 5](#).
  - Features that must be configured, such as speed dialing and call forwarding, are described in [Chapter 7](#).
  - Feature codes are described in [Chapter 6](#).
- The VCX User Interface is a web browser-based application that allows you to manage your user account and VCX telephone. Most of the options available through this interface are also available through the TUI. See [Chapter 7](#) for more information on using the VCX 7000 User Interface.

---

## Additional Information Sources

You may also want to refer to the following documents in the VCX documentation set for additional information:

- *VCX Basic Telephone Quick Reference Guide* — Provides a single-sheet reference that describes commonly used Model 2101 and Model 3101 telephone features.
- *IP Messaging Module User Guide - 3Com Native Interface* or the *IP Messaging Module User Guide - Traditional Interface* — Provides information about the voicemail system and features available on your phone. The Guide you should reference depends on the Telephone User Interface (TUI) enabled on your phone. Ask your administrator for details.



# 2

## VCX BUSINESS TELEPHONE — MODEL 2102

This chapter describes the buttons and controls on the 3Com® VCX™ Model 2102 Business Telephone.

This chapter includes the following topics:

- [Buttons and Controls](#)
- [Access Buttons](#)
- [Line Status Lights](#)
- [Assigning Model 2102 Access Button Functions Using the TUI](#)

For information about the Model 3102 Business Telephone, see [Chapter 3](#).

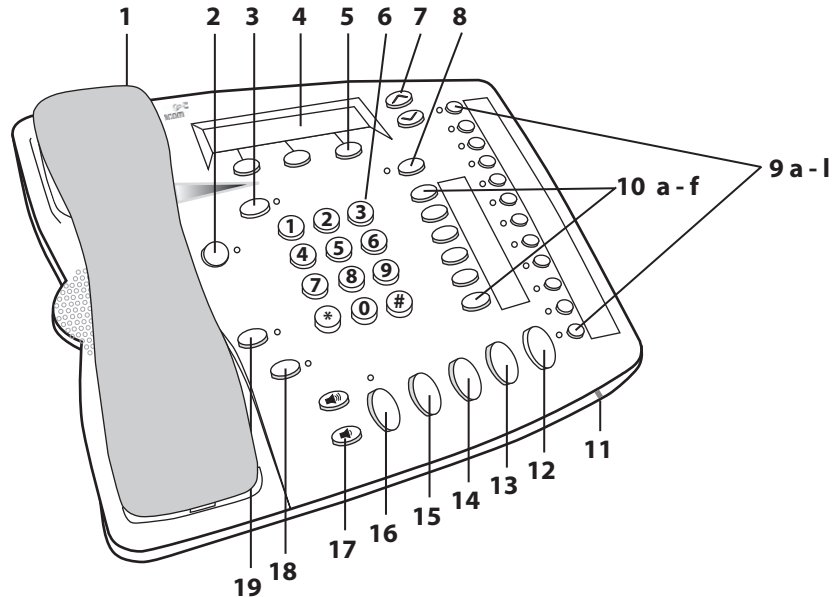
For information about the 3105 Attendant Console, see [Chapter 4](#).

To verify the model number of your telephone, refer to the label under the phone.

## Buttons and Controls

[Figure 1](#) shows the buttons and controls on the Model 2102 Business Telephone.

**Figure 1** 3Com 2102 Business Telephone



The Model 2102 Business Telephone includes the following features:

- 1 Handset**
- 2 MSG (Message) button and Message Waiting Light** — Press **MSG** to access your messages through the voice mail system; see the *IP Messaging Module User Guide*. The light next to the **MSG** button stays red as long as there is at least one unreviewed message (voice, e-mail, or fax) in your mailbox.
- 3 FWD MAIL button** — Directs all incoming calls to your call coverage point (by default, voice mail). See [Configuring a Call Coverage Point](#).
- 4 Display Panel** — Displays telephone status messages, Caller ID information (if enabled), and the number of new messages (voice, e-mail, and fax) that you have in your mailbox (see [Using the Telephone Display Panel](#) for more information on how message status determines the message list).

You can also use the Display Panel to view or enable features available through the Main menu and with feature codes (see [Chapter 6](#) for information on using feature codes). You can access the Main menu by pressing the **Program** button. The following features are available:

- **User Directory** — Displays a directory of the people in your organization. See [Viewing the User Directory](#).
- **Call History** — Displays logs of your recent missed, answered, and dialed calls. See [Viewing the Call Logs](#).
- **Personal Speed Dial** — Personal speed dial numbers can be configured at the telephone or through the VCX User Interface, which is accessed through the web (see [Chapter 8](#)).
- **System Speed Dial** — System speed dial numbers can be configured at the telephone or through the VCX User Interface, which is accessed through the web (see [Chapter 8](#)).
- **Advanced Settings** — Configures network parameters.



**CAUTION:** *This option is for administrator use only. Unauthorized modification of these parameters will disconnect your phone.*

- 5 **Soft buttons** — Use the soft buttons to navigate through Display Panel options. A button's function depends on the option selected. The buttons are, left to right:
  - **Slct** (Select) — Use this button to select a displayed item. For example, you can use this button to automatically dial a previously placed or received call or a missed call.
  - **Back** — Use this button to move the cursor backwards one space and delete the current space). You can also use this button to sort displayed items.
  - **Exit** — Use this button to exit the currently displayed option.
- 6 **Telephone key pad** — Use these buttons to dial telephone numbers and to access additional features.
- 7 **Scroll buttons** — Use these buttons to scroll through items shown on the Display Panel.
- 8 **Program button** — Use this button to access and view the Display Panel Main menu.
- 9 **Access buttons with indicator lights** — Your administrator assigns default functions for these buttons and may allow you to reprogram a button's function (for example, create more personal speed dial buttons). See [Access Buttons](#) and [Line Status Lights](#).

- 10 Access buttons *without* indicator lights** — See [Access Buttons](#).  
For both sets of Access buttons, the telephone label maker utility, available through the 3Com web site, enables you to define and print a new label for your Access buttons. See [Printing Labels](#).
- 11 Microphone** (located on the underside of the telephone) — Activated when the telephone is in speaker phone mode; that is, after you press the **Speaker** button or the **Hands Free** button. For best results, keep the area around the microphone free of obstructions.
- 12 Hold button** — Places a caller on hold. See [Putting a Call on Hold](#).
- 13 Transfer button** — Sends the currently active call to another telephone. See [Transferring a Call](#).
- 14 Conference button** — Enables you to set up a conference call (3-way calling). See [Setting up a Conference Call](#).
- 15 Redial button** — Redials the last telephone number or extension that you called. See [Making a Call to a Remote Office](#).
- 16 Speaker button** — Enables you to use the speaker phone feature. Press the **Speaker** button before you dial a call, when your telephone is ringing, or while a call is in progress. To turn the speaker off and resume the conversation, pick up the handset.
- 17 Volume control buttons** — Enables you to adjust the volume of the ringer, the speaker, or the handset. See [Controlling the Volume](#).
- 18 Mute button** — Use this button to prevent callers from hearing you, while you can still hear your callers. See [Muting Calls](#).
- 19 Hands Free button** — Allows you to answer *internal* (intercom) calls without picking up the handset. An external call (a call from outside your VCX system) rings to your telephone as usual. See [Using the Hands Free Feature](#). The light next to the **Hands Free** button remains red as long as this option is enabled.

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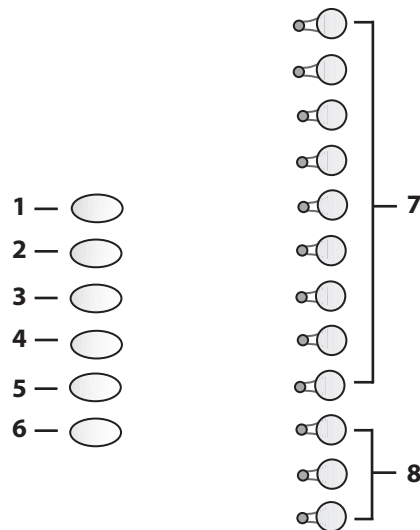
## Access Buttons

[Figure 2](#) shows the 18 Access buttons.

- The column of six buttons on the left side (labeled 1 through 6 in the figure) have programmed functions that cannot be modified. These buttons do not have associated indicator (status) lights.
- The column of 12 buttons on the right (labeled 7 and 8 in two groups in the figure) are assigned default functions (described in the following list) by 3Com. Your administrator can change these defaults

and may allow you to reprogram some or all of the button functions. Ask your administrator for more information. You can view and change button assignments through the Telephone User Interface (see [Assigning Model 2102 Access Button Functions Using the TUI](#)) or the VCX User Interface (see [Assigning Access Button Functions Using the VCX User Interface](#)).

**Figure 2** Access Buttons



Access buttons have the following settings:

- 1 OK** — Press the **OK** button to send a call.
- 2 Release** — Press the **Release** button to disconnect a call.
- 3 Call Park** — Enables you to place a call in a holding pattern so that it can be retrieved from another telephone in the system. See [Call Park](#).
- 4 Call History** — Enables you to view the last 10 missed, answered, or dialed calls on the Display Panel. See [Using the Telephone Display Panel](#).
- 5 Feature** — Enables you to access features that are not directly assigned to an Access button on your telephone. For more information on feature codes, see [Chapter 6](#).
- 6 Directory** — Lists, in the Display Panel, all the users in your organization and their extensions. You can use the Soft Buttons to sort the list and select an entry. Selecting an entry automatically dials the extension. See [Viewing the User Directory](#).

- 7 In this button group:
  - The first button, starting from the top, is for the Do Not Disturb feature. See [Activating Do Not Disturb](#).
  - The second button is for the Call Forward All feature. See [Call Forwarding](#).
  - The next 7 buttons are set to the first seven speed dial codes that you assign using the VCX User Interface through your web browser or the telephone keypad. See [Speed Dialing](#).
- 8 These three Access buttons (System Appearance buttons; SA1, SA2, and SA3) are lines for incoming and outgoing calls.

---

## Line Status Lights

The light for each Access button for each line (system appearance) indicates the status of the button. [Table 3](#) lists the light pattern associated with the status of each line.

**Table 3** Status Indicator Lights

Light	Status
Off	The line is available for use.
Steady	The line is in use.
Fast blink	The line is ringing.
Slow blink	The line is on hold.

When you are on a call, you can answer another call while the line status light is flashing. Put the first call on hold and then press the **Access** button for the new incoming call.

---

## Assigning Model 2102 Access Button Functions Using the TUI

This section describes how to use the Telephone User Interface (TUI) to view, and possibly modify, the VCX features associated with the Access buttons on your telephone. You can also use the VCX User Interface to view and modify button mappings (see [Assigning Access Button Functions Using the VCX User Interface](#)).

When a VCX system is configured, your administrator assigns (maps) default functions for the Access buttons on your telephone. Mapping a function to a button allows one-touch access to that function. Speed dialing is one example of a one-touch function.

Your administrator may allow you to reprogram a button’s function (for example, create more personal speed dial buttons). Consequently, a programmable button is one of the following states:

- **Locked** — Button function can be changed only by the administrator.

However, if the button function requires additional information (for example, a speed dial number or a call forward destination number), you can choose the values for the parameters. There are two exceptions:

- BLF (Busy Lamp Field) — Displays the status of another user's phone. When you press the button associated with the BLF status light, the BLF function calls the other user’s phone.
- System Speed Dial — Dials an administrator-configured speed dial number.

The additional information for these two functions is set by the administrator and you cannot change the values if the buttons are in the locked state.

- **Unlocked** — Button function and any associated values can be completely reconfigured by you or the administrator.

Note that, if a button function requires additional information (for example, a call forward destination number) and you or your administrator have not configured this information, the system will prompt you for it when you press the button.

**Default Model 2102 Button Assignments**

As noted in [Access Buttons](#), the programmable Access buttons for the Model 2102 phone are located in the right column of 12 buttons. The buttons are numbered, bottom to top, 1 through 12. The default, 3Com supplied button functions are shown in [Table 4](#). Ask your administrator if these defaults have changed.

**Table 4** 3Com Default Button Mappings for the Model 2102 Telephone

Button Number	Feature	Additional Information
12	Do Not Disturb	None
11	Call Forward All	Destination number
10	Personal Speed Dial #1	First personal speed dial number
9	Personal Speed Dial #2	Second personal speed dial number

**Table 4** 3Com Default Button Mappings for the Model 2102 Telephone

Button Number	Feature	Additional Information
8	Personal Speed Dial #3	Third personal speed dial number
7	Personal Speed Dial #4	Fourth personal speed dial number
6	Personal Speed Dial #5	Fifth personal speed dial number
5	Personal Speed Dial #6	Sixth personal speed dial number
4	Personal Speed Dial #7	Seventh personal speed dial number
3	System Line #3	Third line for making/receiving calls; cannot be reconfigured
2	System Line #2	Second line for making/receiving calls; cannot be reconfigured
1	System Line #1	First line for making/receiving calls; cannot be reconfigured

### Viewing and Changing Speed Dial Button Information

To view the personal or system speed dial number that is mapped to a button or to change the personal speed dial number:

- 1 Press the **Program** button to display the Main Menu.
- 2 Scroll down to the speed dial type.
- 3 Press the button associated with the speed dial type.
- 4 Use the **Scroll Down** button to view the speed dial numbers.

To change the personal speed dial number, refer to [Editing Personal Speed Dial Numbers](#).



# 3

## VCX BUSINESS TELEPHONE — MODEL 3102

This chapter describes the buttons, controls, and features on the 3Com® VCX™ Model 3102 Business Telephone.

This chapter includes the following topics:

- [Buttons and Controls](#)
- [Access Buttons](#)
- [Status Lights](#)
- [Assigning Model 3102 Access Button Functions Using the TUI](#)

For information about the Model 2102 Business Telephone, see [Chapter 2](#).

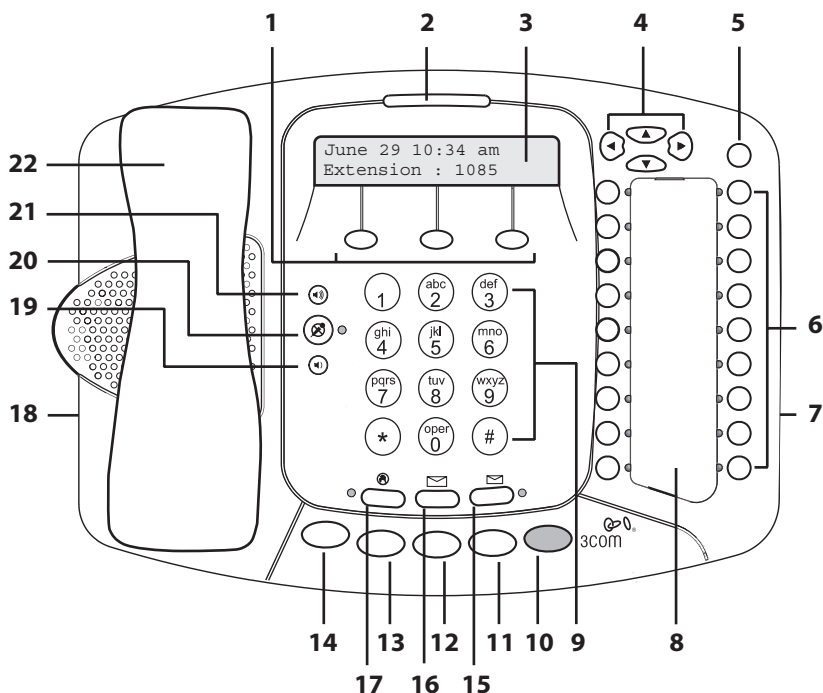
For information about the 3105 Attendant Console, see [Chapter 4](#).

To verify the model number of your telephone, refer to the label under the phone.

## Buttons and Controls

[Figure 3](#) shows the buttons and controls on the VCX Model 3102 Business Telephone.

**Figure 3** VCX Model 3102 Business Telephone



- 1 **Soft buttons** — Use the soft buttons to navigate through Display Panel options. A button's function depends on the option selected. The buttons are, left to right:
  - **Slct** (Select) — Use this button to select a displayed item. For example, you can use this button to automatically dial a previously placed or received call or a missed call.
  - **Back** — Use this button to move the cursor backwards one space and delete the current space). You can also use this button to sort displayed items.
  - **Exit** — Use this button to exit the currently displayed option.
- 2 **Message Waiting Indicator (MWI)** — When lit, indicates that you have at least one unreviewed message (voice, e-mail, or fax) in your mailbox. Also, this indicator flashes when your telephone rings.

- 3 Display Panel** — Displays telephone status messages, Caller ID information (if enabled), and the number of new messages (voice, e-mail, and fax) that you have in your mailbox (see [Using the Telephone Display Panel](#) for more information on how message status determines the message list).

You can also use the Display Panel to view or enable features available through the Main menu and with feature codes (see [Chapter 6](#) for information on using feature codes). You can access the Main menu by pressing the **Program** button. The following features are available:

- **User Directory** — Displays a directory of the people in your organization. See [Viewing the User Directory](#).
- **Call History** — Displays logs of your recent missed, answered, and dialed calls. See [Viewing the Call Logs](#).
- **Personal Speed Dial** — Personal speed dial numbers can be configured at the telephone or through the VCX User Interface, which is accessed through the web (see [Chapter 8](#)).
- **System Speed Dial** — System speed dial numbers can be configured at the telephone or through the VCX User Interface, which is accessed through the web (see [Chapter 8](#)).
- **Advanced Settings** — Configures network parameters.



**CAUTION:** *This option is for administrator use only. Unauthorized modification of these parameters will disconnect your phone.*

- 4 Scroll buttons (Up, Down, Left, Right)** — Use the Up and Down buttons to scroll through items in the Display Panel. The Left and Right buttons are reserved for future use. See [Viewing the Call Logs](#).
- 5 Program button** — Use this button to access and view the Display Panel Main menu.
- 6 Access buttons** — Your administrator assigns default functions for these buttons and may allow you to reprogram a button's function (for example, create more personal speed dial buttons). See [Access Buttons](#).
- 7 Microphone** (located on the side of the telephone) — Activated when the telephone is in speaker phone mode; that is, after you press the **Speaker** button) or the **Hands Free** button. For best results, keep the area around the microphone free of obstructions.
- 8 Label area for Access buttons** — The telephone label maker utility, available through the 3Com web site, enables you to define and print a new label for your Access buttons. See [Printing Labels](#).

- 9 **Telephone key pad** — Use these buttons to dial telephone numbers and to access additional features.
- 10 **Hold button** — Places a caller on hold. See [Putting a Call on Hold](#).
- 11 **Transfer button** — Sends the currently active call to another telephone. See [Transferring a Call](#).
- 12 **Conference button** — Establishes a single call with up to three internal parties, external parties, or a combination of both. See [Setting up a Conference Call](#).
- 13 **Redial button** — Redials the last telephone number or extension that you called. See [Making a Call to a Remote Office](#).
- 14 **Speaker button** — Enables you to use the speaker phone feature. Press the **Speaker** button before you dial the call, when your telephone is ringing, or while a call is in progress. To turn the speaker phone off and resume the conversation, pick up the handset.
- 15 **FWD MAIL button** — Directs all incoming calls, after one ring, to your call coverage point (by default, voice mail). See [Configuring a Call Coverage Point](#). The light next to the **FWD MAIL** button remains red as long as this option is enabled.
- 16 **MSG (Message) button and Message Waiting Light** — Press this button to access your messages through the voice mail system (refer to the *IP Messaging Module User Guide* for information on messaging). The light next to the **MWI** light remains red as long as there is at least one new, unreviewed message (voice, e-mail, or fax) in your mailbox, or in a mailbox monitored by your phone (for example, a hunt group mailbox or the mailbox associated with a bridged line).
- 17 **Hands Free button** — Allows you to answer *internal* (intercom) calls without picking up the handset. An external call (a call from outside your VCX system) rings to your telephone as usual. See [Using the Hands Free Feature](#). The light next to the **Hands Free** button remains red as long as this option is enabled.
- 18 **Headset connector** — Located on the underside of the telephone, this RJ-11 connector enables you to plug in a headset so that you can listen to calls and have your hands free. See [Using a Headset](#).  
  
To enable the use of a connected headset, press the **Headset** button (by default, button 16 at the top of the right column of buttons).
- 19 **Volume down** — Lowers the volume of the ringer, the speaker, the handset, or the headset. See [Controlling the Volume](#).

- 20 Mute button** — Use this button to prevent callers from hearing you, while still hearing your callers. See [Muting Calls](#).
- 21 Volume up** — Raises the volume of the ringer, the speaker, the handset, or the headset. See [Controlling the Volume](#).
- 22 Handset**

---

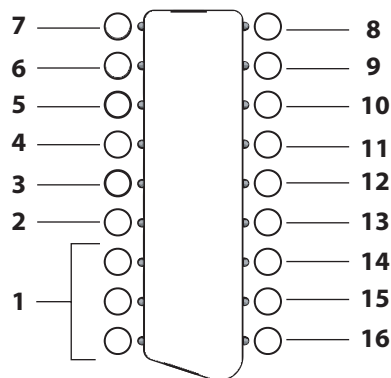
## Access Buttons

[Figure 4](#) shows the 18 Access buttons on the phone.

The buttons are assigned default functions (described in the following list) by 3Com. Your administrator can change these defaults and may allow you to reprogram some or all of the button functions. Ask your administrator for more information.

You can view and change button assignments through the Telephone User Interface (see [Assigning Model 3102 Access Button Functions Using the TUI](#)) or the VCX User Interface (see [Assigning Access Button Functions Using the VCX User Interface](#)).

**Figure 4** Access Buttons



Access buttons have the following default settings:

- 1** The first three buttons in this group (starting from the bottom) are lines for incoming and outgoing calls (System Appearance buttons SA1, SA2, and SA3). You administrator can assign up to six additional System Appearance buttons (buttons 2 through 7) to your phone.
- 2 Personal Speed Dial 6** — See [Speed Dialing](#).
- 3 Personal Speed Dial 5**

- 4 Personal Speed Dial 4**
- 5 Personal Speed Dial 3**
- 6 Personal Speed Dial 2**
- 7 Personal Speed Dial 1**
- 8 Headset** — Enables or disables the use of a headset connected to the telephone. See [Using a Headset](#).
- 9 Do Not Disturb** — Enables the Do Not Disturb feature. See [Activating Do Not Disturb](#).
- 10 Forward Universal** — Allows you for forward all calls to different destinations. See [Call Forwarding](#).
- 11 Call Park** — Allows you to place a call in a “holding pattern” and retrieve it from any other telephone in the system. See [Call Park](#).
- 12 Call History** — Enables you to view the last 10 missed, answered, or dialed calls on the Display Panel. See [Viewing the Call Logs](#).
- 13 Feature button** — Allows you to access features that are not assigned to an Access button on your telephone. For more information on feature codes, see [Chapter 6](#).
- 14 Local Directory** — Lists, in the Display Panel, all the users in your organization and their extensions. You can use the Soft Buttons to sort the list and select an entry. Selecting an entry automatically dials the extension. See [Viewing the User Directory](#).
- 15 OK button** — Press the **OK** button to send a call.
- 16 Release button** — Press this button to disconnect a call.

---

## Status Lights

An Access button that is set up for incoming and outgoing calls is called a System Appearance button. The light beside each System Appearance button indicates its status. See [Table 5](#).

**Table 5** Status Lights for System Appearance Buttons

If the light is	The line is
Off	Available for use
Steady	In use
Blinking quickly	Ringing
Blinking slowly	On hold

## Assigning Model 3102 Access Button Functions Using the TUI

This section describes how to use the Telephone User Interface (TUI) to view, and possibly modify, the VCX features associated with the Access buttons on your telephone. You can also use the VCX User Interface to view and modify button mappings (see [Assigning Access Button Functions Using the VCX User Interface](#)).

When a VCX system is configured, your administrator assigns (maps) default functions for the Access buttons on your telephone. Mapping a function to a button allows one-touch access to that function. Speed dialing is one example of a one-touch function.

Your administrator may allow you to reprogram a button's function (for example, create more personal speed dial buttons). Consequently, a programmable button is one of the following states:

- **Locked** — Button function can be changed only by the administrator.

However, if the button function requires additional information (for example, a speed dial number or a call forward destination number), you can choose the values for the parameters. There are two exceptions:

- BLF (Busy Lamp Field) — Displays the status of another user's phone. When you press the button associated with the BLF status light, the BLF function calls the other user's phone.
- System Speed Dial — Dials an administrator-configured speed dial number.

The additional information for these two functions is set by the administrator and you cannot change the values if the buttons are in the locked state.

- **Unlocked** — Button function and any associated values can be completely reconfigured by you or the administrator.

Note that, if a button function requires additional information (for example, a call forward destination number) and you or your administrator have not configured this information, the system will prompt you for it when you press the button.

## Default Model 3102 Button Assignments

As noted in [Access Buttons](#), the 18 programmable Access buttons for the Model 3102 phone are located in two columns on the right side of the phone.

- In the left column the buttons are numbered 1 through 9, bottom to top.
- In the right column the buttons are numbered 10 through 18, top to bottom.

The default, *3Com supplied* button functions are shown in two tables. Ask your administrator if these defaults have changed.

- [Table 6](#) shows the default button mappings in the left column.
- [Table 7](#) shows the default button mappings in the right column.

Each number in the **Button Number** column corresponds to a button's physical position in its column.

**Table 6** 3Com Default Button Mappings for the Model 3102 Telephone – Left Column

Button Number	Feature	Additional Information
9	Personal Speed Dial #1	First personal speed dial number
8	Personal Speed Dial #2	Second personal speed dial number
7	Personal Speed Dial #3	Third personal speed dial number
6	Personal Speed Dial #4	Fourth personal speed dial number
5	Personal Speed Dial #5	Fifth personal speed dial number
4	Personal Speed Dial #6	Sixth personal speed dial number
3	System Line #3	Third line for making/receiving calls; cannot be reconfigured
2	System Line #2	Second line for making/receiving calls; cannot be reconfigured
1	System Line #1	First line for making/receiving calls; cannot be reconfigured



**Table 7** 3Com Default Button Mappings for the Model 3102 Telephone – Right Column

Button Number	Feature	Additional Information
10	Headset Enable/Disable	None
11	Do Not Disturb	None
12	Call Forward All	Destination number
13	Park	Park number
14	Call History	None
15	Feature	None
16	Local User Directory	None
17	OK	None
18	Release	None

### Viewing and Changing Speed Dial Button Information

To view the personal or system speed dial number that is mapped to a button or to change the personal speed dial number:

- 1 Press the **Program** button to display the Main Menu.
- 2 Scroll down to the speed dial type.
- 3 Press the button associated with the speed dial type.
- 4 Use the **Scroll Down** button to view the speed dial numbers.

To change the personal speed dial number, refer to [Editing Personal Speed Dial Numbers](#).



# 4

## 3105 ATTENDANT CONSOLE

The 3105 Attendant Console enables a receptionist to handle high call volumes efficiently. Although receptionists are the primary users of the Attendant Console, it can also be used by busy sales representatives and others who receive a high volume of telephone calls or who make frequent calls to the same telephone numbers.

This chapter includes the following topics:

- [3105 Attendant Console](#) — A device that works along with VCX telephones to increase call handling capability. In many offices, the Attendant Console is used by a receptionist or switchboard operator, who is referred to in this guide as “the receptionist.”

---

## 3105 Attendant Console

The 3105 Attendant Console has 50 Access buttons and 4 preprogrammed Feature buttons. In effect, the Attendant Console is an extension of the VCX Business Telephone or VCX Basic Telephone with which it is associated.

[Figure 5](#) illustrates the buttons and controls on the VCX 3105 Attendant Console.

### Access Buttons

The 50 Access buttons on an 3105 Attendant Console can each have two sets of assignments: 1 through 50, and 51 through 100. To toggle between the two sets of assignments, press the **Shift** button.

Your administrator can assign features to each Access button. Possible features include:

- Status of internal telephone extensions (busy, available)



*In the current release, when you assign a phone extension to an Attendant Console button, the button assignment does not become effective until either the Attendant Console is rebooted or the phone registration interval elapses. The default registration interval is one hour (3600 seconds).*

- Status of external telephone lines
- Speed dials for user extensions:

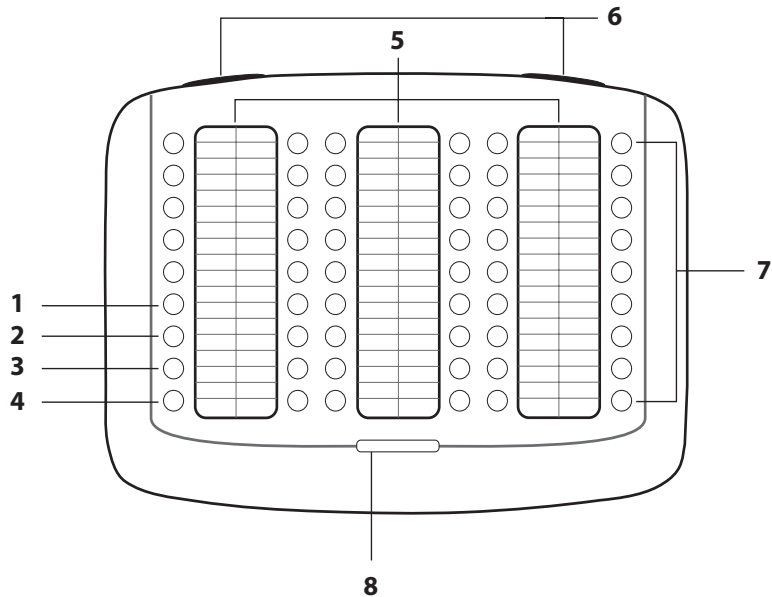
### Feature Buttons

The four **Feature** buttons are programmed for four of the five most common features needed by a receptionist: Call Transfer, Call Hold, Conference, Call Park, or Attendant Serial Call. The **Shift** button does not affect the operation of the Feature buttons. Your administrator configures the feature assigned to a particular Feature button using the VCX User Interface, Central Management Console. The feature-to-button mappings described in the list following [Figure 5](#) are the defaults and may not correspond to your configuration.

Your administrator also maps telephone extensions to Access buttons using the VCX Administrator web interface.

[Figure 5](#) and the text that follows it describe the features on the 3105 Attendant Console.

Figure 5 3105 Attendant Console



- 1 **Transfer button** — Enables you to send a call to another telephone. See [Transferring a Call](#).
  - 2 **Hold button** — Places a caller on hold. See [Putting a Call on Hold](#).
  - 3 **Conference button** — Allows you to set up a 6-party conference call. See [Setting up a Conference Call](#).
  - 4 **Call Park button** — Places a call in a “holding pattern” so that it can be retrieved from any other telephone on the system. See [Call Park](#).
- Attendant Serial Call button** — Enables you to send a call to another telephone like Transfer, but the call rings back to you when the destination hangs up. You can perform another transfer or other action. Not mapped to a button by default, your administrator can map Attendant Serial Call to any of the four buttons. See [Serial Transfer](#).
- 5 **Labels** — You can print labels for your Attendant Console using the label maker utility, which is available through the 3Com web site. See [Printing Labels](#).
  - 6 **Label cover tabs** — Allow you to unsnap the plastic cover to insert labels.

- 7 Access buttons** — If your administrator has mapped an extension to an Access button, a light next to the button indicates whether the line is available or in use, or whether an assigned feature is enabled. See [Attendant Console Status Lights](#).

Your administrator uses the VCX Administrator web interface to map telephone extensions to **Access** buttons numbers. The interface numbers each button. For example, the administrator may say that extension 4001 is assigned to button 1, extension 4002 is assigned to button 2, and so on. On the Attendant Console, the buttons are numbered from top to bottom, starting in the top left corner. (However, no number physically appears next to a button.)

- The first five buttons from the top in the left column correspond to **Access** buttons 1 through 5. (The bottom four buttons are always the **Feature** buttons.)
  - The second column of nine buttons correspond to **Access** buttons 6 through 14.
  - The third column of nine buttons correspond to **Access** buttons 15 through 23.
  - The fourth column of nine buttons correspond to **Access** buttons 24 through 32.
  - The fifth column of nine buttons correspond to **Access** buttons 33 through 41.
  - The sixth column of nine buttons correspond to **Access** buttons 42 through 50.
- 8 Shift button** — Enables you to toggle between the two sets of Access button assignments on the Console. Press the **Shift** button to switch between assignments 1 through 50 and assignments 51 through 100. The **Shift** button LED is lighted when you have buttons 51 through 100 selected.

**Printing Labels** To create, print, and save labels for your Attendant Console (or any VCX telephone):

- 1 Access the 3Com web site, <http://www.3com.com>.
- 2 Click **Support & Downloads** and select **Downloads & Drivers** from the drop-down list box.  
Your browser displays the Downloads page.
- 3 On the Downloads page, select the following options:

- a In the **Criteria-base Search** section, in the **Type of File** list box, select **All Downloads**.
  - b In the **Product Category** list box, select **Convergence/IP Telephony**.
  - c In the **Filename** text box, enter **labels.exe**.
  - d Click **Search**.
- 4 When the search results page is displayed, locate the **labels.exe** file for 3Com VCX V7000 IP Telephony Solution, and download it to your system.
  - 5 Locate labels.exe on your system and double-click the file icon to start the LabelMaker program.
  - 6 Find the page in the LabelMaker that has labels for your attendant console.
  - 7 Edit the label template by clicking any of the label text boxes to highlight the existing text, and then typing new text.
  - 8 Press **Tab** to move to the next text field in the label.
  - 9 Click the **Print** button at the top of the LabelMaker screen to open the Print dialog. Specify which page you want to print. Typically, the default is to print all pages.
  - 10 Click **Print**.
  - 11 Cut out the labels and put them in the label holders of your attendant console.
  - 12 To save the edited LabelMaker, click the **Save** button at the top of the LabelMaker screen. Or you can click **File > Save As** to save the LabelMaker to a new location.



*To reuse your saved LabelMaker, run the file that you saved to your computer. If you download the LabelMaker from the 3Com web site, you always get the default version. If you save the default version to the same place you saved an earlier edited version, you overwrite the earlier version.*

### **Attendant Console Status Lights**

An Access button that is set up for incoming and outgoing calls is called a System Appearance button. The light beside each System Appearance button indicates its status. See [Table 8](#).

**Table 8** Status Indicator Lights for System Appearance Buttons

<b>If the light is</b>	<b>The line is</b>
Off	Available for use
Steady	In use
Blinking	Do Not Disturb is enabled
Blinking quickly	Dialing an emergency call



# 5

## BASIC TELEPHONE OPERATION

This chapter describes how to use the basic telephone functions available on all VCX telephone models and includes the following topics:

- [Logging In to Your Telephone](#)
- [Answering a Call](#)
- [Making Calls](#)
- [Terminating Calls](#)
- [Using the Telephone Display Panel](#)
- [Controlling the Volume](#)
- [Using the Hands Free Feature](#)
- [Using a Headset](#)
- [Putting a Call on Hold](#)
- [Transferring a Call](#)
- [Muting Calls](#)
- [Mute Ringer](#)
- [Activating Do Not Disturb](#)
- [Activating Malicious Call Trace](#)

---

## Logging In to Your Telephone

Your administrator assigns an extension (telephone number) and initial password to your phone.

If you hear a dialtone and the Display Panel on your phone shows the date, time, and a telephone extension, you are logged in and can make calls:

```
Extension: 1001 Feb 17 08:12:00
```

Note that your administrator initially determines the format for the date and time display. You can change this format (and time zone location of your phone) through the VCX User Interface. See [VCX User Interface Overview](#) and the VCX User Interface online Help.

If you do not hear a dialtone and the Display Panel on your phone shows the following information, you are not logged in and cannot make calls:

```
Use Program btn to login  
Logged out from PBX
```

To log in to your phone:

- 1 Press **Program + 5 + 6**.

For phones without a Program button, press **Feature + 410 + 5 + 6**.

The Display Panel shows:

```
Enter Password:
```

- 2 Enter your password and press **#**.

If the password you entered is associated with the phone extension, you are logged in.

If the Display Panel alternately shows the following information, the password you entered is not associated with the phone extension or the extension has not yet been assigned to the phone:

```
Invalid password:
```

```
Then:
```

```
Use Program btn to login  
Logged out from PBX
```

In this case, use the following steps to log in to your phone:

**1 Press Program + 5 + 4.**

For phones without a Program button, press **Feature + 410 + 5 + 4**.

The Display Panel shows:

Local Phone Number:

**2 Enter your extension and press #.**

If the Display Panel shows a previously assigned number that you want to replace, press the middle soft button under the Display Panel to move the cursor back one space. Repeat as necessary and then enter your extension and press #.

**3 Enter your password and press #.**

Enter Password:

Alternatively to set a password locally, you can use the Password Stored Locally feature code (434), then enter the password. You can use this method in place of step 1 above. See [Chapter 6](#) for information on feature codes.

## Changing Your Password

You can change your password through the VCX User Interface (see [Chapter 8](#)). This changes your password on the VCX call processor. However, your password is also stored locally on your telephone. Changing your password through the VCX User Interface does *not* change the password stored on the phone. You must use the Telephone User Interface (TUI) and change the local password to match the password stored on the call processor by following these steps:

**1 Press Program + 5 + 5.**

For phones without a Program button, press **Feature 410 + 5 + 5**.

The Display Panel shows:

Enter Password:

**2 Enter your new password and press #.**

The VCX call processor periodically communicates with each VCX telephone. If you change your password through the VCX User Interface but do not change it through the TUI, the VCX call processor detects a password mismatch and logs you out. If this happens, follow steps 1 and 2 to log in.

## Answering a Call

To answer an incoming call, lift the handset.

Alternatively, you can press the **Speaker** button. If you have enabled Handsfree Active on Intercom, you can simply speak to answer internal calls.

If your phone includes multiple access lines, press the Access button for the line on which the new call is arriving (the light next to the button will be flashing).

Unanswered calls are sent to either your call coverage point which, by default, is your voice mailbox or your configured call forwarding destination. See [Configuring a Call Coverage Point](#) or [Call Forwarding](#).

### **Answering a Second Call**

On 3Com Business Telephones, when a new call arrives while you are on a call:

- 1 Press **Hold** to put the current call on hold.
- 2 Press the Access button for the line whose status light is blinking, indicating a new call.
- 3 To return to the earlier call, hang up the new call, or put it on hold, or transfer it, and then press the Access button for the original call.

---

## Making Calls

This section describes standard dialing features.



*The VCX administrator can configure calling restrictions for some, one, or all the phones at a site. These restrictions may limit the outbound calls (external or to another company site) a phone can make. Ask your administrator if any calling restrictions have been implemented on your phone system.*

### **Making Internal Calls**

To dial an internal call:

- 1 Pick up the handset. On 3Com Business Telephones, you can press the **Speaker** button. You hear the dial tone.
- 2 Dial the extension. Alternatively, you can use the Display Panel to find and dial the name of the person whom you want to call in the user directory, call logs, or a speed dial list.

- 3 When you complete the call, hang up the handset. If you pressed the **Speaker** button, press it again to end the call.

**Redialing a Call** To redial a number on a 3Com Business Telephone:

- Pick up the handset and press **Redial** to dial the most recent number that you called.
- Use the Call Logs on the display panel to redial a recently missed, answered, or dialed call.

**Making External Calls** To dial an external call:

- 1 Pick up the handset. Alternatively, on 3Com Business Telephones, you can press the **Speaker** button. You hear the dial tone. If necessary, dial the number required to access an external line (for example, 9). If one of the Access buttons is configured to access an external line directly, you can press that button.
- 2 Dial the number. Or use the display panel on a 3Com Telephone to scroll to Placed Calls, Received Calls, or Missed Calls, or a personal or system-wide speed dial number. If you have programmed one of the One-Touch buttons, press that button.
- 3 When you finish speaking, hang up the handset. If you pressed the **Speaker** button, press it again to end the call.

### **Making a Call to a Remote Office**

You can dial calls between sites in your organization that are separated geographically but that are linked by a Wide Area Network (WAN) connection. Each site must have a VCX system. Typical configurations are described in the next sections.

#### **Using Unique Extensions**

In some companies with geographically separated offices, everyone in the entire organization has a unique telephone extension. Whenever you make a call to an extension that is not located at your own site, your VCX system sets up a connection to the VCX system at the other extension's site.

For example, suppose a company has three offices:

- Phones at the Chicago office use an extension range from 1000 through 1999.
- Phones at the Atlanta office use an extension range from 2000 through 2999.
- Phones at the Dallas office use an extension range from 3000 through 3999.

In this example, to call a user in Dallas, a user in Chicago dials a Dallas extension (3000 through 3999). The dial plan on the Chicago VCX system sets up the necessary connection to the Dallas VCX system and then to the extension at that site.

### **Class of Service Override**

The Class of Service Override feature allows you to apply the capabilities of your own VCX telephone *temporarily* to another VCX telephone on the same local network.

For example, the telephone in a conference room may be configured to prevent long-distance telephone calls. You may, however, need to place a long-distance call during a meeting. If the permissions included with the Class of Service on your phone allow long-distance calling, you can use the Class of Service Override feature to apply your phone features to the conference room phone for one call only.

To activate the one-call-only Class of Service Override from any VCX telephone:

- 1 Pick up the handset.
- 2 Press **Feature + 433**. The Display Panel prompts you for the required input.
- 3 Enter your telephone extension.
- 4 Enter your password and press **#**.
- 5 Enter the destination number as you would from your own VCX telephone.



*When you use Class of Service (CoS) Override, any reports that are generated on the VCX system indicate that the CoS features of your own VCX telephone were applied temporarily to the telephone on which you made the call.*

---

**Terminating Calls**

You can terminate a call (hang up) by replacing the handset. Alternatively, depending on your phone model, you can press the **Release** button, or if the call is on Speaker, turn the Speaker off by pressing the **Speaker** button.

---

**Using the Telephone Display Panel**

The Display Panel shows the current date and time, and your extension number. It can also show features that you have enabled. For example, if you enable the feature that forwards all incoming calls to your voice mailbox, the Display Panel shows `Fwd Voice Mail`.

The Display Panel can also list telephone status messages, Caller ID information (if enabled), and the number of new messages (voice, e-mail, and fax) that you have in your mailbox.

If the Display Panel contains more than two lines of information, use the up and down scroll buttons to navigate through the display.

The list of new messages in the Display Panel depends on the status of each message. A new message can be:

- **Unreviewed** — An unreviewed message has never been listened to or acted upon (saved or deleted).
- **Reviewed** — A reviewed message has been listened to but has not been acted upon (saved or deleted). A message may reach this state if you listen to the message and then hang up.

The Display Panel shows the number of messages in your mailbox (and the MWI is lit) *only* if you have at least one unreviewed message. If you review the last new message and do not act on it, the Display Panel shows the date and extension, and MWI is off. If your mailbox then receives a new message, the Display Panel shows the following (and MWI is lit): 2 MESSAGES 1 New. The 2 MESSAGES include the just received new, unreviewed message and the other message which is new but reviewed. The 1 New indicates the just received new, unreviewed message.

The Display Panel also shows the number of missed calls. Missed calls include unreviewed messages in your mailbox and any other calls that you did not answer. For example, you can configure your default call coverage point to be no coverage. In this case, if you do not answer a call, when the call terminates the caller hears a busy tone and the call is not forwarded or sent to your mailbox. The Display Panel on your phone shows Missed 1. If you press the first button below the Display Panel, you can scroll through the list of missed calls and to show you the name of the calling party. Press the first button again to automatically dial the listed extension.

You can also use the Display Panel to view or enable features available through the Main menu and with feature codes (see [Chapter 6](#) for information on using feature codes). You can access the Main menu by pressing the **Program** button. The following features are available:

- **Call History** — Displays logs of your recent missed, answered, and dialed calls. See [Viewing the Call Logs](#).
- **User Directory** — Displays a directory of the people in your organization. See [Viewing the User Directory](#).
- **Personal Speed Dial** — Personal speed dial numbers can be configured at the telephone or through the VCX User Interface, which is accessed through the web (see [Chapter 8](#)). The VCX Model 3101



and 3101SP Basic Telephones have no buttons that can be mapped for speed dialing.

- **System Speed Dial** — System speed dial numbers can be configured at the telephone or through the VCX User Interface, which is accessed through the web (see [Chapter 8](#)). The VCX Model 3101 and 3101SP Basic Telephones have no buttons that can be mapped for speed dialing.
- **Advanced Settings** — Configures network parameters, sets your phone password and changes your login status.



**CAUTION:** *Network parameter options are for administrator use only. Unauthorized changes to network parameters will disconnect your phone.*

## Controlling the Volume

Use the **Volume Control** buttons to raise or lower the volume of the ringer, handset, or speaker.



*Adjusting the volume control of one device DOES NOT affect the volume control of the other devices. For example, lowering the volume of the speaker has no effect on the handset volume. Changes you make to any device remain in effect if you reset the phone to its default settings.*

- **Ringer Volume** — To raise or lower the volume of the ring, press the up or down **Volume Control** button repeatedly *while your telephone is ringing*, until the volume is at the level that you prefer.
- **Handset Volume** — To raise or lower the volume of the dial tone and the voice level of your callers, lift the handset then press the up or down **Volume Control** buttons repeatedly until the volume is at the level you prefer. You can change the volume during a conversation or by listening to the dial tone.
- **Headset Volume** (Model 3102 only) — During a call, press the up or down **Volume Control** buttons repeatedly until the volume is at the level you prefer.
- **Speaker Volume** — To raise or lower the volume of the speaker, press the **Speaker** button and then press the up or down **Volume Control** button repeatedly until the volume is at the level you prefer. You can change the volume during a conversation or by pressing **Speaker** and listening to the dial tone.

When you press a **Volume Control** button, the Display Panel shows the volume setting as a series of dark vertical bars. Repeatedly pressing a **Volume Control** button raises the volume (increases the number of displayed bars) or lowers the volume (decreases the number of displayed bars).

You can also use Feature Codes to adjust the volume. Pressing **Feature + 102** raises the volume (increases the number of displayed bars by one). Pressing **Feature + 103** lowers the volume (decreases the number of displayed bars by one).

---


## Using the Hands Free Feature

You can use your phone as an intercom. You can answer *internal* (intercom) calls without picking up the handset. When you receive an internal call, your telephone sounds a tone and activates the speaker phone.

You cannot use this feature with external calls (a call from outside your local call processor) or Anonymus (blocked caller ID) calls. These calls ring to your telephone as usual.



*If your telephone is part of a bridged extension, see [Hands Free and Bridged Line Calls](#) for additional information.*

To enable or disable the Hands Free feature, press the **HANDS FREE** button or the  button on the phone *before* calls arrive. The red light next to the button comes on (enabled) or goes out (disabled). You can also enable and disable Hands Free by using Feature Code 100. See [Feature Codes](#).

---

## Using a Headset

The Model 3102 Business Telephone has a headset jack located on the underside of the telephone.

To prepare the headset for all calls:

- 1 Plug the headset connector into the headset jack on the underside of the telephone.
- 2 Verify that the indicator light next to the **Headset** button comes on.

To answer a call when you are using the headset:

- 1 Put the headset on. When a call comes in, press the System Appearance button beside the flashing light. You are connected to the call.



*The handset can be either on hook or off hook.*

- 2 To end a call when you are using the headset, press the **Release** button on the telephone.

### Returning to the Headset After a Long Delay

Certain brands of headsets enter a power-saving mode that prevents the telephone from ringing for one or more calls when *both* of these conditions are true:

- The headset amplifier buttons for **Mute** and **On** are both set to **On**.
- The handset is off the phone for a long time (for example, overnight).

It may take a few minutes for your headset to return from the power-saving mode to the active mode when calls first come in, so your telephone may not ring until the headset has returned to active mode, and you may miss a call.

If you plan to not use the headset for a long time, 3Com recommends that you set the mute and headset buttons on the amplifier to **Off** and hang up the handset on your telephone. When you are ready to receive calls again, set up the headset for receiving calls:

- 1 Pick up the handset on your telephone and set it on your desk.
- 2 Put on the headset.
- 3 On the amplifier, set the headset button to **On**.

### Putting a Call on Hold

To put a call on hold:

- 1 While you are on a call, press the **Hold** button. This message appears in the Display Panel: **Hold**
- 2 To return to the call, press the **Hold** button again or press the appropriate **Access** button.

### Music on Hold

If configured by the administrator, callers on hold hear music while they wait.



*The VCX system's WAV file importing capabilities are solely an accommodation to you and shall not constitute a grant or waiver (or other limitation or implication) of any rights of the copyright owners in any audio content, sound recording or underlying musical or literary composition. Therefore, please be mindful that you are obligated to comply with all applicable copyright and other intellectual property laws in both uploading WAV files to the VCX system and your subsequent use of such WAV files.*

### **Dialing a New Call While on a Call**

You can put a call on hold, dial a new call, and toggle between the two calls:

- 1 Press the **Hold** button.
- 2 Press one of the Access buttons not currently being used.
- 3 When you hear dial tone, dial the second call.

### **Answering a New Call While on a Call**

You can put your current call on hold, answer a second call, and then toggle between the two calls:

- 1 When a new call arrives, press the **Hold** button to put the current call on hold.
- 2 Press the **Access** button for the incoming call (its light will be flashing).
- 3 To toggle between the two calls, put the current call on hold and then press the **Access** button for the call you want to resume.

---

### **Transferring a Call**

When you are on a call, the Transfer feature allows you to send the call from your telephone to any other internal line. For unattended or attended transfers, if your call permissions allow, you can send the call to an external line.



*If your telephone is part of a bridged extension, see [Call Transfer, Call Conferencing, and Bridged Line Calls](#) for additional information.*

You can also transfer a call to another subscriber's voice mail. See [Transferring a Call to Another User's Voice Mail](#).

**Unattended Transfer** In an unattended transfer, you transfer the call without notifying the recipient. You can either use the **Transfer** button or the transfer feature code:

- 1 While on a call, press **Transfer**. The call is placed on hold, you hear a dial tone, and the system prompts you enter a destination number.
- 2 Dial the number to which you want to transfer the call.
- 3 Hang up.

The call is disconnected as soon as the transfer starts, which frees up your line. If the transfer cannot be completed:

- The call is forwarded to the called party's call coverage point (by default, voice mail; see [Configuring a Call Coverage Point](#)).
- If the called party's default call coverage point is No Coverage, the call is returned to (rings back at) your extension. If you are unavailable, the call is forwarded to your call coverage point.

**Attended Transfer** In an attended transfer, you announce the call to the recipient. You can either use the **Transfer** button or the transfer feature code.

To announce a transfer:

- 1 While on a call, press **Transfer**. The call is placed on hold, you hear a dial tone, and the system prompts you enter a destination number.
- 2 Dial the extension number to which you want to transfer the call.  
The VCX call processor dials the call.

- 3 If the recipient:
  - a Answers, announce the call. Note that, at this point you cannot return to the original caller.
    - If the recipient wants to take the call, press **Transfer**. Hang up.
    - If the recipient does not want to take the call, hang up the second call and go back to the first call by pressing the **Access** button on which the call originated.
  - b Does not answer because the line is busy or unreachable, to return to the original call, hang up the transfer call or press the mapped Release button to see the original call on Hold. Then press the Hold button to return to the original call.

**Serial Transfer** A serial transfer is like an unattended transfer except that when the destination hangs up at the end of the call, the caller rings back to you as the attendant who made the transfer. With your help, the caller can make a single call to the organization and make a series of internal connections with a series of transfers. You can either use a mapped button on the Attendant Console or the serial transfer feature code:

### **Mapped Button Method**

- 1** Press the mapped Attendant Serial Calling button on the Attendant Console.
- 2** Press the button mapped to the called party's extension on the Attendant Console.
- 3** Press the mapped Attendant Serial Calling button again on the Attendant Console to complete the call.

### **Serial Transfer Feature Code Method**

- 1** While on a call, press **Feature + 471**. The call is placed on hold, you hear a dial tone, and the system prompts you to enter a destination number.
- 2** Dial the number to which you want to transfer the call, and then press **#** to complete the call.
- 3** Hang up.

When the destination phone hangs up, the caller returns to you.

Serial transfers:

- Apply to a single transfer. Repeat for subsequent transfers even for the same caller.
- Can be mapped to a button on an Attendant Console.
- That cannot be completed return directly to the attendant.
- If the calling party reaches the called party's voice mailbox, the calling party can press **99** to return to the attendant.

---

## **Muting Calls**

You can prevent callers from hearing you by turning off the telephone's microphone when you are using the handset or headset, or when your telephone is in speaker phone mode.

To mute your phone:

- 1 While you are on a call, press **Mute**. The light next to the **Mute** button comes on. Callers cannot hear you.
- 2 To turn this feature off, press **Mute**.

## Mute Ringer

You can prevent the phone's ringer from ringing by enabling this feature. By default, the phone's ringer is enabled (feature disabled). You can enable or disable the phone's ringer at any time while either on the phone or on-hook, but the change takes effect on the next incoming call.

All non-ringer tones are unaffected. All ring tones, such as, internal domain, external domain, and anonymous tones are affected for all primary, bridge, and hunt-group calls. A user with a phone on hands-free hears the hands-free tone. A user that receives a page hears the page tone.

If the VCX system or the phone reboots or is upgraded with new software, the ringer resets to the default ringer enabled (feature disabled) mode.

To mute the phone ringer:

- 1 Press **Feature + 489**. The LCD displays:  
Ringer is now muted.
- 2 To clear the display, press the **Release** button. The next time you receive an incoming call, the ringer is muted.
- 3 To turn this feature off, press **Feature + 489** again. The LCD displays:  
Ringer is now enabled.
- 4 To clear the display, press the **Release** button.

## Activating Do Not Disturb

When you enable Do Not Disturb, incoming calls immediately go to the call coverage point set by you or your administrator. The default call coverage point is your voice mailbox. The call coverage point is set through the VCX User Interface (see [Chapter 8](#)).

When your telephone is in Do Not Disturb mode:

- An incoming call does not cause your phone to ring. If you are logged in to multiple phones using the same phone number and one of the

phones enables Do Not Disturb, the feature applies to all phones—an incoming call will not ring on any of the phones.

- You can use the phone to dial outgoing calls.
- If you enable Do Not Disturb while one or more calls are ringing, the pending calls are sent to your call coverage point and Do Not Disturb is enabled for all subsequent calls.
- If you are a Hunt Group member and you enable Do Not Disturb, personal (non-Hunt Group) calls go to your call coverage point. However, Hunt Group calls always ring on a member's phone, regardless of the Do Not Disturb setting.



*If your telephone is part of a bridged extension, see [Do Not Disturb and Bridged Line Calls](#) for additional information.*

To activate Do Not Disturb:

- 1** Press the **Do Not Disturb** Access button on the phone. The red light is lit next to the **Do Not Disturb** button (Model 3102 only).

Your telephone is now in Do Not Disturb mode. The display panel shows DND.

- 2** To disable Do Not Disturb mode, repeat step **1**. The **DND** message disappears from the display panel and the red light goes out.

---

## Activating Malicious Call Trace

The Malicious Call Trace feature enables you to notify the system if you receive a harassing or abusive call. The calling party can be from either an external or internal source.



*Malicious Call Trace cannot be invoked when you are on a conference call.*

To activate malicious call tracing during a call, press **Feature + 119**.

The Display Panel shows `malicious call` for 5 seconds.

The results of tracing a malicious call include the following actions:

- Notification is sent to your network manager.
- The log for the call includes a malicious call identifier.
- For external malicious calls, the VCX system sends a message to the authorities configured by your administrator to receive these reports.





*Once you use the Malicious Call Trace feature code during a call, you cannot revoke it.*



# 6

## FEATURE CODES

This chapter describes how to use VCX feature codes on a VCX telephone to enhance the operation of your phone. A feature code is a sequence of numbers you enter on the telephone keypad to enable a feature that is not mapped to a button.

This chapter includes the following topics:

- [Feature Code Overview](#)
- [Using Feature Codes](#)
- [Feature Codes](#)

## Feature Code Overview

Some common telephone features are mapped to buttons (**Hold**, for example). However, the number of buttons varies on each model of VCX phone. Furthermore, the number of VCX features exceeds the number of buttons available on any phone. Feature codes allow the VCX telephone feature set to be available to all VCX phones, regardless of the number of buttons on the phone.

Each feature is assigned a unique three-digit feature code. You can invoke a feature by entering the numeric code assigned to a particular feature. For example, you can use a feature code to enable call forwarding and specify a destination number.

For all VCX Basic and Business phones, you can enter any feature code by pressing the **Feature** button. This action generates a `Feature:` prompt in the telephone Display Panel. The next step is to enter the appropriate feature code. If additional information is required, the Display Panel prompts you.

However, you can invoke some feature codes without pressing the **Feature** button by entering special feature code syntax with the telephone keypad. See [Using Feature Codes](#) for information on both feature code entry methods.

The location of the **Feature** button depends on your telephone. See the appropriate chapter in this guide for the location of buttons and controls for your phone.

---

## Using Feature Codes

You can invoke a feature by pressing the **Feature** button and using the telephone keypad to enter the feature code along with any additional information (for example, an extension). For example, you can show a list of local or global users in the Display Panel by pressing the **Feature** button followed by the User Directory feature code (461). In this guide, this method is noted by the following syntax:

**Feature** + 461

Some feature codes allow you enter the code number without using the **Feature** button. For these feature codes, you prepend the code number with an asterisk (\*). For example, you can enable Do Not Disturb using either of the following methods:

**Feature** + 446

or

\*446

Then, either press **Ok** or press **Feature** + **120** to complete the command.

Some features require additional information. For example, if you want to enable call forwarding when your phone is busy, you must designate the extension to which you want your calls forwarded. The feature code for Call Forward Busy is 467. To enable this feature, you can use the **Feature** button or enter a single command (in the following examples, the destination extension is 1001):

- Use the **Feature** button:

Press **Feature** + 467.

The Display Panel displays the prompt `FWD Busy Number`.

Enter the extension to which you want your calls forwarded, in this case, 1001.

Press **OK** or **#**.

- Enter the feature code and extension with a single command:

\*467\*1001

You must prepend the feature code with an asterisk (\*) and separate the feature code and extension with another asterisk.

Each element in a feature code command must be prepended with an asterisk.

Some features occur within the bounds of an existing call, for example, forwarding a call to the voice mail of another subscriber. In these cases, the feature requires using the **Transfer** button. After pressing **Transfer**, you enter the transfer destination in the format

**\*feature\_code\*<destination>**.

---

## Feature Codes

[Table 9](#) lists the features that you can control with feature codes. Features are listed alphabetically and include the required feature code syntax and, in most cases, a reference for more information. In the syntax, the

notation **<parameter>** represents a variable that you must supply, for example, a telephone extension.

**Table 9** VCX Feature Codes Alphabetical by Feature or Task

Feature	Feature Code Entry	Description
Anonymous Now (Enable/Disable)	<b>Feature</b> + 889 Or *889	See <a href="#">Controlling Caller ID</a> .
Anonymous Next (Enable/Disable)	<b>Feature</b> + 890, then <destination> Or *890*<destination>	See <a href="#">Controlling Caller ID</a> .
Barge In	<b>Feature</b> + 428	Used with Silent Monitor. See <a href="#">Silent Monitor and Barge In</a> .
Beep — Send	<b>Feature</b> + 331	Sends a page (a beep) between phones. The sending phone displays the target extension. The target extension displays the sending extension.
Call Forward Busy	<b>Feature</b> + 467, then <destination> Or *467*<destination>	See <a href="#">Call Forward Busy Line</a> .
Call Forward Ring No Answer	<b>Feature</b> + 466, then <destination> Or *466*<destination>	See <a href="#">Call Forward Ring No Answer</a> .
Call Forward Universal	<b>Feature</b> + 465, then <destination> Or *465*<destination>	See <a href="#">Call Forward Universal</a> .
Call History	<b>Feature</b> + 462	See <a href="#">Viewing the Call Logs</a> .
Call Park a Call	<b>Feature</b> + 444, then <call park extension> (or accept the default)	See <a href="#">Call Park</a> .
Call Pickup — Directed	<b>Feature</b> + 455, then <security code>, then <destination> Or *455*<security code>*<destination>	See <a href="#">Directed Call Pickup</a>
Camp On	<b>Feature</b> + 469, then <destination>	Completes call when busy destination extension becomes available. See <a href="#">Camping on a Busy Extension</a> .
Class of Service (COS) Override	<b>Feature</b> + 433, then <your extension>, then <your mailbox password>+ #, then <outside party number>	See <a href="#">Class of Service Override</a> .

**Table 9** VCX Feature Codes Alphabetical by Feature or Task (continued)

<b>Feature</b>	<b>Feature Code Entry</b>	<b>Description</b>
Conference Call	<b>Feature</b> + 430, then <destination>, then <b>Feature</b> + 430	See <a href="#">Setting up a Conference Call</a> .
Display Software Version	<b>Feature</b> + 837	Displays the current version of VCX software running on the phone.
Do Not Disturb (Enable/Disable)	<b>Feature</b> + 446 Or *446	See <a href="#">Activating Do Not Disturb</a> .
Hands Free	<b>Feature</b> + 100	Enables or disable the Hands-Free feature. See <a href="#">Using the Hands Free Feature</a> .
Headset	<b>Feature</b> + 112	See <a href="#">Using a Headset</a> .
Hold	<b>Feature</b> + 402	See <a href="#">Putting a Call on Hold</a> .
Hunt Group or Calling Group Login/Logout	<b>Feature</b> + 971, then <hunt group number> Or *971*<hunt group number>	See <a href="#">Hunt Groups</a> .
Hunt Group Status	<b>Feature</b> + 972	See <a href="#">Hunt Groups</a> .
Login/Logout (phone)	<b>Feature</b> + 128	
Malicious Call Trace	<b>Feature</b> + 119	Logs and sends notifications when entered during a call. See <a href="#">Activating Malicious Call Trace</a> .
Mute	<b>Feature</b> + 101	See <a href="#">Muting Calls</a> .
Mute Ringer	<b>Feature</b> + 489	See <a href="#">Mute Ringer</a> .
OK	<b>Feature</b> + 120	Displays <b>OK</b> in the Display Panel. Used to make a call without waiting for the call completion time-out value to expire.
Password Stored Locally	<b>Feature</b> + 434, then <current password>	Stores the password you use to log in to your telephone on the phone (locally). If you use the VCX User Interface to change your password, use this feature code to set the password stored on the phone, thus synchronizing the passwords. See <a href="#">Changing Your Password</a> and the VCX User Interface online help for more information.
Program	<b>Feature</b> + 410	Displays the Program menu in the Display Panel.
Redial	<b>Feature</b> + 401	See <a href="#">Redialing a Call</a> .
Release	<b>Feature</b> + 111	Cancels the current operation.

**Table 9** VCX Feature Codes Alphabetical by Feature or Task (continued)

Feature	Feature Code Entry	Description
Remote Call Forward	<b>Feature</b> + 468, then <extension to forward> + #, then <destination> + # Or *468*<extension to forward> *<destination>	See <a href="#">Remote Call Forward</a> .
Retrieve Voice Mail	<b>Feature</b> + 600 Or *600	The first entry simulates pressing the <b>MSG</b> button. The second entry allows you to leave a message in another mailbox or access your own mailbox. Follow the prompts.
Scroll Down Button	<b>Feature</b> + 109	Simulates pressing the scroll <b>Down</b> button to navigate through items in the Display Panel.
Scroll Up Button	<b>Feature</b> + 108	Simulates pressing the scroll <b>Up</b> button to navigate through items in the Display Panel.
Serial Transfer	<b>Feature</b> + 471	Transferred call returns to attendant at the end of the call. See <a href="#">Serial Transfer</a> .
Silent Monitor	<b>Feature</b> + 425	See <a href="#">Silent Monitor and Barge In</a> .
Silent Monitor Block	<b>Feature</b> + 429	Allows an agent to make a private call by blocking an attempt to monitor the agent phone. See <a href="#">Silent Monitor and Barge In</a> .
Soft Button 1	<b>Feature</b> + 105	Simulates pressing the <b>Slct</b> (Select) button to select an item in the Display Panel.
Soft Button 2	<b>Feature</b> + 106	Simulates pressing the <b>Back</b> button. Action depends on contents of the Display Panel. Either moves the cursor left one position or sorts listed items.
Soft Button 3	<b>Feature</b> + 107	Simulates pressing the <b>Exit</b> button to exit the current function in the Display Panel.
Speaker — On/Off	<b>Feature</b> + 104	Speak and listen without picking up the handset. Not available on Model 3101 Telephones.
Speed Dial — Display	<b>Feature</b> + 464	Lists the configured speed dial numbers in the Display Panel.



**Table 9** VCX Feature Codes Alphabetical by Feature or Task (continued)

Feature	Feature Code Entry	Description
Speed Dial — Personal	<b>Feature + 601 + <i>n</i></b> Or <b>*601*<i>n</i>,</b> where <i>n</i> is the speed dial digit (1 through 9) associated with the number you want to dial.	Allows you to dial a personal speed dial number. To configure personal speed dialing, see <a href="#">Speed Dialing</a> .
Speed Dial — System	<b>Feature + 700 + speed dial number</b> Or <b>*700*<i>n</i>#</b> , where <i>n</i> is the speed dial number associated with the number you want to dial.	Allows you to dial a system speed dial number. To configure personal speed dialing, see <a href="#">Speed Dialing</a> .
Transfer	<b>Feature + 420</b> , then <destination> + hang up	This is an unattended transfer. For an attended transfer, see <a href="#">Transferring a Call</a> .
Transfer to Voice Mail (Enable/Disable)	<b>Feature + 440</b> Or *440	When enabled, transfers all calls to the voice mail. See <a href="#">Forwarding Calls to Voice Mail</a> .
Transfer to Another User's Voice Mail	<b>Feature + 441</b> , then <destination> Or <b>Transfer</b> , then *441* <destination>, then <b>Transfer</b>	See <a href="#">Transferring a Call to Another User's Voice Mail</a> .
User Directory	<b>Feature + 461</b>	Lists the users in the local user directory or, if enabled, the users in the global user directory. See <a href="#">Viewing the User Directory</a> .
View Personal Speed Dials	<b>Feature + 463</b>	Displays the personal speed dial numbers
View System Speed Dials	<b>Feature + 464</b>	Displays the system speed dial numbers

**Table 9** VCX Feature Codes Alphabetical by Feature or Task (continued)

Feature	Feature Code Entry	Description
Volume — Up or Down	<b>Feature</b> + 102 to raise the volume or <b>Feature</b> + 103 to lower the volume	<p data-bbox="861 314 1208 366">Adjusts the volume setting for the current mode:</p> <ul style="list-style-type: none"> <li data-bbox="861 383 1272 461">■ If the handset is in the cradle and the speaker is disabled, adjusts the ring volume setting.</li> <li data-bbox="861 479 1272 531">■ If the speaker is enabled, adjusts the speaker volume setting.</li> <li data-bbox="861 548 1272 618">■ If the handset is not in the cradle and the speaker is disabled, adjusts the handset volume setting.</li> </ul> <p data-bbox="861 635 1143 661">See <a href="#">Controlling the Volume</a>.</p>

# 7

## STANDARD FEATURES

This chapter describes the standard VCX telephone features that you can set up and access through the Telephone User Interface (TUI) on your telephone.

[Chapter 8](#) describes the telephone features that require configuration through the VCX User Interface.

This chapter contains the following topics:

- [Viewing the Call Logs](#)
- [Viewing the User Directory](#)
- [Controlling Caller ID](#)
- [Setting up a Conference Call](#)
- [Camping on a Busy Extension](#)
- [Transferring Your Phone Settings to Another Phone](#)
- [Forwarding Calls to Voice Mail](#)
- [Transferring a Call to Another User's Voice Mail](#)
- [Call Waiting](#)
- [Speed Dialing](#)
- [Call Forwarding](#)
- [Call Park](#)
- [Paging](#)
- [Call Pickup](#)
- [Silent Monitor and Barge In](#)
- [Remote Call Forward](#)
- [Hunt Groups](#)
- [Emergency Phone Number Dialing Service](#)

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## Viewing the Call Logs

You can use the Call History feature to display your call logs. These are the logs of the 10 most recent placed calls, received calls, missed calls and unreviewed calls to and from your telephone. From the call logs you can select calls and the phone automatically dials them. The VCX User Interface provides a Call History log of the most recent 100 calls made to or from your extension and the times of those calls.

To access and use the Call History:

- 1** Press the **Call History** button. Optionally, you can press **Feature + 462**. The Call History menu appears in the Display Panel.
- 2** Select one of the follow options:
  - a** For placed calls, press **1**.
  - b** For received calls, press **2**.
  - c** For missed calls, press **3**.
  - d** For unviewed missed calls, press **4**.
  - e** To clear the all call logs, press **5**.

Use the Scroll buttons to navigate through the list. The Display Panel always starts with the oldest call in the category you select. That is, the oldest call appears first and the most recent call appears last.

The Display Panel scrolls through the calls one at a time. After the last call, this message appears in the Display Panel for placed and received calls:

```
No more call history
```

This message appears for missed calls:

```
No more missed calls
```

The three Soft buttons below the Display Panel have the following functions when viewing the Call History:

- To select a call from the list and dial the call automatically, press the **Slect** button.
- To return to the previous menu, press the **Back** button.
- To exit the Call History display, press the **Exit** button.

## Viewing the User Directory

You can view a list of users in your organization and their extensions in the Display Panel. When you select a displayed user, your VCX phone automatically dials the extension.

The Users Directory can be local or global.

- Local users are typically located in the same office and share the same call processor.
- If your VCX system includes multiple sites (for example, regional and branch offices), each with one or more VCX call processors, you can display a global directory of all the users in your organization. Note that this option must be configured by your administrator. By default, you can view the local user directory.

The global directory is also available through the VCX User Interface (see [Chapter 8](#)).

To view the User Directory, use one of the following access options:

- If you have a Business Telephone (either Model 2102 or 3102), press the **Directory** button.
- Press **Feature + 461** and select User Directory from the Main menu.

The Display Panel lists two options for the User Directory:

- Press 1 to display the Local Directory.
- Press 2 to display the Global Directory. If the Global Directory is not enabled on your system, the Display Panel shows `No listing found`.

The Display Panel shows the first user in the directory. Use the Scroll buttons to locate a particular user. The three Soft buttons below the Display Panel have the following functions when viewing the User Directory:

- Use the **Slct** button to select a user and dial that user's extension.
- Use the **Back** button to display sort order options.
  - Press the **Slct** button to sort by first name.
  - Press the **Back** button to sort by last name.
  - Press the **Exit** button to sort by extension.
- Use the **Exit** button to return to the default Display Panel.

---

## Controlling Caller ID

This section describes how to enable and use Caller ID privacy features.

By default, the VCX system shows your Caller ID (your name and extension) on the Display Panel of the telephone receiving your call if that telephone supports Caller ID. You can control whether the VCX system sends your Caller ID when you make a call. You can choose one of the following settings:

- Select one of the following settings for *all* your calls:
  - Send Caller ID information (Anonymous Now is disabled).
  - Block Caller ID information (Anonymous Now is enabled).
- Block Caller ID information for your *next* call. This setting only applies when the setting for all calls is set to *Send Caller ID information*. You must enter the destination number to call. You can control these settings by entering the appropriate feature code.

**Anonymous Now**— When enabled, the system blocks your Caller ID to all dialed numbers and *Anonymous* displays on the destination phone.

**Anonymous Next** — When enabled, the system restricts Called ID information from displaying only on the next call that you make. This setting only applies when Anonymous Now is disabled, or the setting for all calls is set to *Send Caller ID information*.

If you disable Caller ID, the system sends your Caller ID to all dialed numbers.

To toggle the current default setting, press **Feature + 889**. If Caller ID is enabled, entering this command disables it for all subsequent calls. If Caller ID is disabled, entering this command enables it for all subsequent calls.

If transmission of Caller ID information is enabled and you want to block your Caller ID for the next call only:

- 1 Pick up the handset.
- 2 Press **Feature + 890**.
- 3 Dial the number. Your ID is not delivered to the caller.

## Setting up a Conference Call

The conference feature enables you to have up to six parties, including the conference originator, on one conference with the capability to extend a conference through cascading. Conferences can be multi-site capable where any endpoint in a conference can be located anywhere within the VCX system. When you set up a conference call, you cannot:

- Conference a page group number
- Be monitored or barged in.



*If your telephone is part of a bridged extension, see [Call Transfer, Call Conferencing, and Bridged Line Calls](#) for additional information.*

The following sections describe how to set up an unannounced conference call and an announced conference call. In either type of conference call, if one of the participants hangs up, the other two participants remain connected. The following sections also describe how the conference can drop the last member to join the conference and how to drop the entire conference.

### Setting up an Unannounced Conference

In an unannounced conference, you conference in the person without notifying that person:

- 1 While on a call, press **Conference** or **Feature + 430**. The system places your caller on hold.
- 2 Dial the number of the person you want to conference in.
- 3 Press **Conference** or **Feature + 430** again. The three-way conference begins when the recipient answers the call.

### Setting up an Announced Conference

In an announced conference, you call the recipient and announce that you want to conference them into a call. The recipient can then decide whether to take the call:

- 1 While on a call, press **Conference** or **Feature + 430**. The system places your caller on hold.
- 2 Dial the extension of the person you want to conference in, then press the **OK Access** button (or press **Feature + 120**).
- 3 When the called party answers, announce the conference.
  - If the recipient wants to take the call, press **Conference** or **Feature + 430**. Now three people are on the same call.

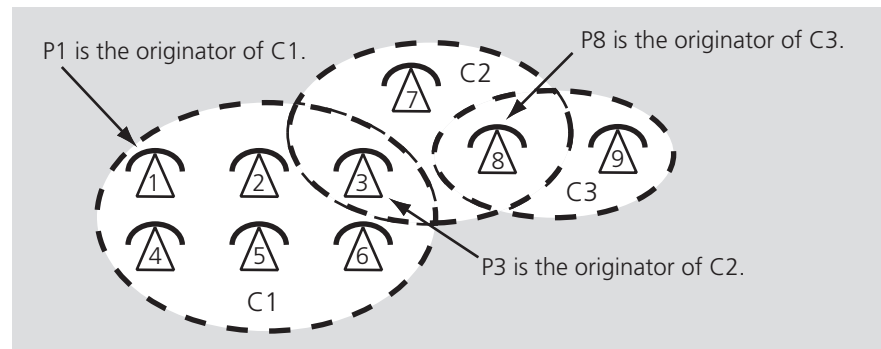
- If the recipient does not want to take the call, hang up the second call and go back to the first call by pressing the **Hold** button for that call.

### Adding a Recipient to an Existing Conference

While participating in a conference of three to five people, any recipient in the conference can add a new recipient. While a new recipient is being added, the existing recipients in the conference, including the originator, are still able to communicate, but there is no ring back tone associated with the new recipient. If a party other than the originator adds a new recipient, then a cascaded conference is formed. The process to add a recipient is identical to [Setting up an Unannounced Conference](#) or [Setting up an Announced Conference](#).

### Creating a Cascaded Conference

Once you establish a conference, anyone in the conference, excluding the originator, can create a cascaded conference by initiating a conference call to another party or parties. Those parties in turn can initiate another cascaded conference. For example, phone P1 (originator) calls phones P2, P3, P4, P5 and P6 to establish a 6-party conference (called C1). Phone P3 then calls phones P7 and P8. Phone P3 creates a cascaded conference and is the originator of a 3-party conference (called C2). Conference C2 is now cascaded with C1. Phone P8 then calls P9 to create conference C3 and is cascaded with C2. Cascading can continue until the maximum number of ports on the conference server has been reached.



### Dropping Conference Recipients

Once a conference has been established, the conference originator can either drop the last party added to the conference or drop the entire conference that the originator initiated. In the example above, if P1 the originator of conference 1 drops *All*, only P1, P2, P4, P5 and P6 are dropped. P3 is not dropped because it is the originator of conference 2 and remains connected to conference 2.



To drop conference recipients, follow these steps:

- 1 While on a conference, the conference originator presses the **Drop** soft (right) button. The Conference Drop window displays in the Display Panel.
- 2 Scroll to the drop action you want to take, either (1) *Last* or (2) *All*, and press the appropriate number on the keypad. The party (*Last*) or the conference (*All*) is dropped.

Alternately, you can drop recipients from a conference using the following feature codes:

- To drop the last party in a conference, enter **Feature + 431**.
- To drop all parties in a conference, enter **Feature + 435**.

If the originator drops the last party in a 3-party conference, the call then becomes a 2-party non-conference call.

---

## Camping on a Busy Extension

The Camp On feature allows you a call to a busy or an unanswered internal telephone, and then be automatically called back when the destination phone becomes available. When you activate camp on, the system monitors the called telephone. When the extension can receive a call, the system automatically dials your phone (using a priority ring or other audible ring tone that is different than your programmed ring tone) and redials the original called extension.



*You can camp on system extensions. You cannot camp on external phone numbers, hunt groups, pickup groups, or paging groups. If the called extension does not become free within a time period specified by your administrator, Camp On expires.*

To camp on an extension you call:

- 1 When you make a call and hear a busy tone, press **Feature + 469**. The system camps on the phone you are calling. You can hang up.
- 2 When the called extension becomes available, the system calls your phone. When you answer your phone, the called extension begins to ring.

To camp on an extension when you transfer a call:

- 1 When you are transferring a call and hear a busy tone, press **Feature + 469**. The system camps on the phone you are calling. Explain to the person whose call you are transferring that the call will call back. When you hang up, the person whose call you are transferring is put on hold.
- 2 When the called extension becomes available, the system calls the destination extension.

If Camp On expires before the destination becomes available, the system calls you back and connects you to the person whose call you were transferring.

### Transferring Your Phone Settings to Another Phone



This feature enables you to use any 3Com phone attached to any VCX system (call processor) in the Enterprise with all your phone's settings.

*It is possible for an administrator to lock an extension to a particular phone. If this is the case, you cannot program the phone to use your extension.*

To transfer your phone's settings to another phone:

- 1 Log out of your own phone by pressing **Program + 5 + 6**.



*If your administrator has enabled the Multiple Contacts feature for your extension, you do not have to log out of one phone before logging into another.*

- 2 From the phone that you want to use as yours, enter your phone number and password:
  - a Press **Program + 5 + 4**, enter your phone number, and then press #.
  - b Press **Program + 5 + 5**, enter your password, and then press #.
- 3 When you are finished using the other phone, log out of the phone by pressing **Program + 5 + 6**.
- 4 Log back into your own phone by pressing **Program + 5 + 6**.

### Forwarding Calls to Voice Mail

You can forward incoming calls to your voice mailbox by using the **Fwd Mail** button. Alternatively, you forward calls to your mailbox by using a feature code.

When you forward incoming calls to your voice mailbox:

- An incoming call rings once on your phone and is then sent to your voice mailbox. If you are logged in to multiple phones, each using the same phone number, and one of the phones enables forward to voice mail, the feature applies to all phones—an incoming call rings once on all of the phones and is then sent to your voice mailbox.
- If you enable forward to voice mail while one or more calls are ringing, whether you are on-hook or off-hook, the pending calls are sent to your voice mailbox and forward to voice mail is enabled for all subsequent calls.
- If you are a Hunt Group member, personal (non-Hunt Group) calls go to your voice mailbox. However, Hunt Group calls always ring on a member's phone, regardless of your personal phone setting.

To forward incoming calls to your voice mailbox for a Business Telephone (either Model 2102 or 3102):

- Press **Fwd Mail**. The red light next to the button comes on. All future calls are sent to your voice mailbox.
- If forward to voice mail is not enabled, you can send a call that is ringing (and all subsequent calls) to your voice mailbox by pressing **Fwd Mail**.
- To disable this feature, press **Fwd Mail** again. The light goes out and calls ring normally.

To forward incoming calls to your voice mailbox for any VCX phone (including the Basic phones, which do not have a **FWD Mail** button):

- Press **Feature + 440**. All future calls transfer automatically to your voice mailbox.
- If you have not enabled this feature code, you can send a call that is ringing (and all subsequent calls) to your voice mailbox by pressing **Feature + 440**.
- To disable this feature, press **Feature + 440**. All calls ring normally.

---

## Transferring a Call to Another User's Voice Mail

You can transfer a connected call directly to another subscriber's voice mail rather than that subscriber's phone extension. The subscriber can be located locally or at a remote site.

To transfer a call to another subscriber's voice mail:

- 1 While on a call, press **Feature + 441**.

The Display Panel shows the following prompt:

```
Transfer VMail Number:
```

- 2 Enter the extension of the subscriber whose mailbox will receive the call.

The caller hears the mailbox greeting of the target subscriber but the subscriber's phone does not ring.

Alternatively, you can use the following procedure:

- 1 While on a call, press **Transfer**.
- 2 Enter the transfer to another subscriber's voice mail feature code in the following format:

```
*441*<extension>
```

For <extension>, you can either enter the phone extension of the recipient, press a speed dial button mapped to that extension, or press a bridge line button (Basic phones do not support bridging) mapped to that extension.

- 3 Press the **Transfer** button again, then hang up.

For example, extension 1001 calls extension 1000. Extension 1000 wants to transfer the call to the voice mailbox of extension 1002. In this case, extension 1000 performs the following steps:

Presses **Transfer**.

Enters **\*441\*1002**.

Presses **Transfer**.

Hangs up.

Extension 1001 now hears the voice mailbox greeting for extension 1002 but extension 1002 does ring.

---

## Call Waiting

The Call Waiting feature in the VCX User Interface allows you to select a ring tone, or to hear a beep sound in the handset/headset, or to disable

the ringer (but flash the MWI) on your current call to let you know that another call has arrived on another access line.

- 1 When you hear a ring tone or see the MWI flashing, press the **Hold** button to put the current call on hold.
- 2 Press the **Access** button for the incoming call.
- 3 To toggle between the two calls, put the current call on hold and then press the Access button for the call you want.

---

## Speed Dialing

This section describes the following types of speed dialing:

- **One-Touch Speed Dials** — With this type of speed dialing, a telephone number (internal or external) is mapped to a dedicated Access button on your phone. Pressing the button dials the call.
- **Personal Speed Dials** — With this type of speed dialing, you map a number (internal or external) to a feature code value using the VCX User Interface. To use a personal speed dial, you press the **Feature** button and enter the appropriate feature code.

Feature code 601 plus 1 through 9 inclusive, are available, which allows you to use up to 9 personal speed dials. Personal speed dials allow speed dialing on phones that do not have Access buttons.

Personal speed dials are available on all VCX telephone models.

- **System Speed Dials** — With this type of speed dialing, your administrator maps commonly used numbers (internal or external) to feature code values. To use a system speed dial, you press the **Feature** button and enter the appropriate feature code and the speed dial number.

The administrator creates system speed dial numbers. System speed dials can be dialed on all VCX telephone models.

Note that, a configured one-touch speed dial is also mapped to a feature code (the speed dial number mapped to the first speed dial Access button is also mapped to feature code 601, the speed dial number mapped to the second speed dial Access button is also mapped to feature code 601, and so on). This means that on a phone with four configured speed dial numbers, you can dial a speed dial number by either pressing an Access button or entering feature code 601 + an index number 1 through 9.

This section describes how to set up speed dialing through the Telephone User Interface. You can also enable speed dialing through the VCX User

Interface. See [Chapter 8](#) for information on accessing the VCX User Interface; see the online Help for information on creating speed dials.

Note that the two interfaces are synchronized. A speed dial created or modified in one interface appears in the other interface. A speed dial deleted in one interface is deleted in the other interface.

## Configuring Personal Speed Dial Numbers

You set up speed dialing through the Telephone User Interface using the **Program** button. Refer to the chapter that describes the buttons and controls on your phone for the location of the available speed dial Access buttons.

To configure a speed dial number using the **Program** button and the **Speed Dial** menu:

- 1 Press the **Program** button.  
The Main menu appears.
- 2 Press [**3**] to access the Speed Dial menu.

The Display Panel lists the first speed dial:

Speed dial 1:

If the speed dial is already configured, the Display Panels show the configured number, for example:

Speed dial 1:

1001

To locate the speed dial number you want to configure, press the speed dial number (1 through 9) or use the up and down scroll buttons



*If you assign a number to a speed dial that does not have a corresponding Access button, you can speed dial the number only by entering the appropriate feature code.*

- 3 Press the **#** button, then enter the number you want to associate with this speed dial. Include all prefix numbers that you would normally dial, such as a **9** or **8** or **1** to access an outside line, and, if necessary, the country code or area code.
- 4 To store the number, press the **#** button.



Make sure you write the name of the person whose number you have stored and the corresponding **Speed Dial Access** button or feature code.

Alternately, you can configure personal speed dial numbers by following these steps:

- 1 Press the **SA** line button.
- 2 Enter **\*601\*** + <speed dial index number 1 - 9> + **\*** + <extension>.
- 3 Press the **#** button to store the number.

**Example:** **SA** button + **\*601\*2\*12345** + **#**

### Editing Personal Speed Dial Numbers

You can change or delete any personal speed dial number that you previously configured using the Telephone User Interface.

To change or delete a previously configured speed dial number:

- 1 Press the **Program** button. The Main menu appears.
- 2 Press **[3]** to access the Speed Dial menu.

The Display Panel shows the configured number, for example:

```
Speed dial 1:
1001
```

To locate the speed dial number you want to change or delete, press the speed dial number (1 through 9) or use the up and down scroll buttons

- 3 To change or delete an existing speed dial number, press the **#** key and then use the second soft button to delete each digit.
- 4 To store the number, press the **#** button.

### Dialing Personal Speed Dial Numbers

The method you use to dial a configured speed dial number depends on your phone and whether or not the number is mapped to a speed dial Access button.

To dial a number configured as a speed dial on a VCX phone with one or more speed dial Access buttons, press the appropriate button. If the number is not associated with a button, use the next procedure.

To dial a configured speed dial number on any VCX phone:

- 1 Pick up the handset. Or press the **Speaker** button.
- 2 Press **Feature**.
- 3 Enter the feature code associated with the number you want to dial.

For example, if the number you want to speed dial is mapped to `speed dial 2`, enter the following through the Telephone User Interface:

**Feature + 601 + 2**

Alternatively, you can skip pressing the **Feature** button and enter:

**\*601\*2**

Note that, with this syntax, you *cannot* enter **\*602**.

You can also use the following method to dial a speed dial number on any VCX phone:

- 1 Press the **Program** button.

The Display Panel lists the first speed dial, for example:

Speed dial 1:

1001

Use the up and down scroll buttons to locate the speed dial number you want to dial.

- 2 Press the first soft button under the Display Panel.

Your phone dials the number.

To exit the speed dial list in the Display Panel, press the third soft button.

In addition to using the Program menu to list personal speed dial numbers, you can view the personal speed dial numbers configured on your phone by pressing the **Top Right Button** next to the Display Panel or by entering **Feature + 463**.

## Dialing System Speed Dial Numbers

The administrator can set up system-wide speed dials for numbers that are dialed frequently by many internal users. You can view the system-wide speed dial list through the VCX User Interface (see [Chapter 8](#) for information) or you can view and dial numbers from it using the telephone display panel.



To use a system speed dial number:

- 1 Pick up the handset or press the **Speaker** button.
- 2 Press the **Feature** button plus **700** plus the system-wide speed dial number for the number that you want to call. Alternatively, you can scroll to System Speed Dials on the Display Panel, press **Slct**, scroll to the number that you want to dial, and press **Slct** again.



*If you dial a speed dial code that has no number assigned to it, the display panel on your telephone shows the message "**Empty speed dial.**"*

In addition to using the Program menu to list system speed dial numbers, you can view the system speed dial numbers configured on your phone by pressing the **Middle Right Button** next to the Display Panel or by entering **Feature + 464**.

---

## Call Forwarding

This section describes how to enable and use call forwarding features set up through the Telephone User Interface (TUI). You can also configure and enable call forwarding through the VCX User Interface. See [Enabling Call Forwarding](#).

You can use the TUI on your phone to specify:

- Where you want your call to be forwarded
- The condition that results in the system forwarding a call:
  - **Ring No Answer** — Redirects incoming calls to another destination when your phone rings for a configured time period (the default is 20 seconds). You can forward all unanswered calls by enabling **Call Forward Ring No Answer** (feature code 466) and entering the number to which you want the calls forwarded.
  - **Busy Line** — Redirects incoming calls to another destination when your phone is busy. If you have multiple lines, busy means that all lines are in use. You can forward all calls that come in when your lines are busy by enabling **Call Forward Busy** (feature code 467) and entering the number to which you want the calls forwarded.
  - **All Calls** — Redirects incoming calls to another destination unconditionally. Use this feature, also called Forward Universal, when you plan to be away from your phone for an extended period of time. You can forward all unanswered calls by enabling **Call Forward All** (feature code 465) and entering the number to which you want the calls forwarded.



*If your telephone is part of a bridged extension, see [Call Forward, Forward to Voice Mail, and Bridged Line Calls](#) for additional information.*

You can also use the VCX User Interface to configure Call Forward, Fall Back to Coverage. When you enable this feature, a forwarded call that is not answered at the forwarding destination falls back to your extension's coverage (either voicemail or Auto Attendant). See [Enabling Call Forwarding](#).

### **Call Forward Ring No Answer**

To forward your calls to another extension when your extension is not answered:

- 1 Press **Feature + 466**.
- 2 Use the keypad to enter the phone number to which you want to forward your calls.

To disable **Call Forward Ring No Answer**, repeat step 1.

### **Call Forward Busy Line**

To forward your calls to another extension when all your lines are busy:

- 1 Press **Feature + 467**.
- 2 Use the keypad to enter the phone number to which you want to forward your calls.

To disable **Call Forward Busy Line**, repeat step 1.

### **Call Forward Universal**

To forward all your calls to another extension:

- 1 Press **Feature + 465** (all phones).
- 2 Use the keypad to enter the phone number to which you want to forward your calls.

To disable **Call Forward All**, repeat step 1.

---

### **Call Park**

Use the Call Park feature to place a call in a holding pattern and make it available for you or for another user to pick up from any telephone on the system by dialing the Call Park extension.

The Call Park feature is useful when the recipient is elsewhere in the building or you want to continue a call on another telephone and transferring the call does not give you enough time to retrieve it.

When you park a call, you assign it a Call Park extension, which you (or another user) use to retrieve it. The default Call Park extension numbers are 800 through 899 inclusive. Ask your administrator to verify the Call Park extensions for your location. If the specified Call Park extension is in use or if no extension is specified, VCX selects the next available Call Park extension.

A call remains parked for 5 minutes. This default value can be adjusted by your administrator. If the call is not answered 5 minutes after it is parked, the user who parked the call is called back. If the user is not available, the parked call is forwarded to the user's call coverage point.



*If your telephone is part of a bridged extension, see [Call Park and Bridged Line Calls](#) for additional information.*

To park a call:

- 1 While you are on a call, press the **Call Park** button or press **Feature + 444**. The Display Panel shows a default Call Park extension.
- 2 Press the **Call Park** button (or press **Feature + 120**) to park the call using the default extension, or use the telephone keypad to enter a Call Park extension from the list of extensions at your location. Notify another user about the parked call.
  - a Select an Access button for outgoing calls and dial the user's extension.
  - b When the call is answered, tell the user the Call Park extension number, for example 818.
  - c Hang up.
 

The user dials the Call Park number and the system connects the call automatically.
- 3 To retrieve a parked call yourself:
  - a Pick up the handset of any telephone on the system.
  - b Dial the Call Park extension that was assigned to the call.
 

The system connects you to the parked call.

## Paging

Paging lets you activate the speakers and broadcast a message to all of the available phones in a paging group. Your administrator defines the members of a paging group and an extension to dial to page that group. A phone in a group is available to receive pages if it has a speaker, unless:

- the phone is not logged in
- the phone has a call ringing, connected, or on hold
- the phone has Do Not Disturb, Call Forwarding, or Forward to Voicemail enabled.

Note that you do not need to be a member of a page group to send a page to that group; you just need to know the extension for that group.

A page is subject to the following restrictions:

- You cannot park, transfer, hold, conference, or pick up a page.
- You cannot camp on a page group extension.
- A page cannot be bridged (see [Enabling Bridged Extensions](#) for information about bridging).

If you are sending or receiving a page, you can drop the page by using the speaker button to disconnect the page, by picking up and replacing the receiver, or by pressing the **Release** button.

## Paging a Group

You can view the page groups, the group extensions, and the members of those groups by accessing the VCX User Interface (see [Accessing the VCX User Interface](#)).

To page a group:

- 1 Pick up the handset.
- 2 Dial the appropriate page group extension.

When you dial the page group extension, speakers are activated on the telephones that are members of the group.

- 3 Speak the message you want to broadcast into the handset.
- 4 Hang up when you are finished.

## Call Pickup

Use the Call Pickup feature to answer a call that is ringing on another telephone.

There are two types of call pickup:

- **Directed Call Pickup** — Allows you to answer a call ringing on the phone of a specific user. Both you and the other user must be members of the same Directed Call Pickup group. Each Directed Call Pickup group is assigned a security code by the administrator. You must enter this security code when using Directed Call Pickup to answer a call.
- **Group Call Pickup** — Allows you to answer a call ringing on the phone of any user who is a member of a configured Group Call Pickup group. A Group Call Pickup group is a collection of phones that allow each member of the group to answer another member's calls. Your administrator can also configure a Group Call Pickup group that allows non-group members to answer a call ringing on a phone in the group.



*If your telephone is part of a bridged extension, see [Call Pickup and Bridged Line Calls](#) for additional information.*

**Directed Call Pickup** To answer a call that is ringing on a specific user's telephone:

- 1 Pick up your handset.
- 2 Press **Feature + 455**.  
The Display Panel prompts you to enter your group security code.
- 3 Enter the your group security code.  
The Display Panel prompts you to enter the extension of the ringing phone.
- 4 Enter the extension number.

Alternatively for steps 2, 3, and 4, you can enter feature code (455), group security code, and the extension of the ringing phone in the following format:

**\*455\*<group code>\*<extension>**

The call is directed to your telephone.

**Using One-Touch Pickup:**

- 1 Pick up the handset.
- 2 Press the Access button that you have assigned to **Directed Pickup**.
- 3 Dial the extension number of the ringing telephone.

**Group Call Pickup** To answer a call that is ringing on a group member's telephone:

- 1 Pick up your handset.
- 2 Dial the Group Call Pickup extension.

The call is directed to your telephone.

**Call Pickup  
Interaction With  
Other Features**

This section describes how call pickup interacts with other VCX phone features. Note the following considerations:

- **Call Forwarding** — If both the phone forwarding a call and the phone receiving the forwarded call belong to the same call pickup group, then any member of the group may answer the call.
- **Camp On** — A call pickup group member or a directed call pickup user cannot answer a camp on callback call.
- **Conference Calls** — A conference call cannot be picked up at another extension. A conference originator can, however, pick up a call and add it to the conference call.
- **Display Panel** — When you pick up a call, the telephone Display Panel shows a confirmation message, for example, *PickUp Marie x3434*.
- **Hunt Groups** — A call pickup group member can also be a member of a hunt group. Call pickup group members can use either directed call pickup or group call pick up to answer a call that is ringing at another group member's telephone.
- **Speed Dials** — You or your administrator can assign the following to a speed dial button:
  - The feature code for directed call pickup (455).
  - Only the feature code for directed call pickup (455).

---

**Silent Monitor and  
Barge In**

The VCX system supports Silent Monitor and Barge In. These two features are typically used in call centers to allow supervisors to listen to (monitor) and optionally join (barge in) a conversation between an agent and a

customer to ensure proper customer support. Unless the supervisor barges in, neither the agent or the customer are aware that the supervisor is monitoring the call.

To invoke Silent Monitor, the supervisor enters a feature code followed by the extension to be monitored (see [Monitoring a Call](#)). The supervisor, in this case, is defined as a user who is allowed to invoke the Silent Monitor feature for that particular extension. Permission to monitor one or more extensions is configured through the VCX Administrator Interface (see the *VCX Administration Guide*). The supervisor must use a phone with a Display Panel (not a 3Com Model 3100 Entry Telephone). If a supervisor attempts to monitor an extension without permission, the supervisor hears an error tone and the LCD shows `Unauthorized`. The supervisor and the monitored agent can be located at different sites.

If a supervisor attempts to monitor an agent's extension, the supervisor phone LCD will display the error message `no calls to supervise if:`

- The agent is not logged in.
- The agent is not on a call.
- The agent is currently monitored by another supervisor.

While in Silent Monitor mode, the supervisor can join the conversation by entering the feature code for Barge In. After barging in, the supervisor can return to Silent Monitor mode by reentering the Silent Monitor feature code. See [Barging In](#).

A user can ensure a private call by blocking Silent Monitor and Barge In. To make a private call, the user enters a feature code before dialing the call.

Note the following Silent Monitor and Barge In feature conditions and restrictions:

- Multiple supervisors cannot monitor the same extension at the same time.
- If an agent parks a monitored call, initiates a conference, or transfers the call, the supervisor will be disconnected from the session.
- If a supervisor attempts to park, conference, or transfer a monitored call, the action will be ignored and the Display Panel shows `Not supported operation`.

- If a customer or agent terminates a monitored call by hanging up, the supervisor will be disconnected from the session.
- Supervisors cannot monitor conference calls.
- The agent, the customer, and the supervisor can place a monitored call on hold. The results depend on who places the call on hold and whether or not Music On Hold (MOH) is enabled.
- If the VCX call processor fails during an established silent monitoring or barge in session, the audio is not affected. However, none of the parties in the call can invoke mid-call features.
- The supervisor can monitor a Hunt Group call by selecting the member's extension, not the Hunt Group's extension.
- Bridge line connected calls can be monitored by selecting the extension of the connected party (primary or secondary, depending on who is connected).

## Monitoring a Call

Silent Monitor allows a supervisor to listen to calls that come in to an agent's extension. The supervisor must be granted explicit permission by the VCX administrator to monitor one or more extensions. If you have been granted monitoring privileges, your administrator will give you a list of the extensions you can monitor.

To monitor a call on an agent's extension by entering a feature code:

- 1 Pick up the handset.
- 2 Press **Feature + 425**.
- 3 Enter the extension of the agent you want to monitor and press **#**.

Alternatively you can combine steps 2 and 3 by using the following single command after picking up the handset:

**\*425\*<extension>**

For **<extension>**, you can either enter the phone extension of the agent, press a speed dial button mapped to that extension, or press a bridge line button (Basic phones do not support bridging) mapped to that extension.

To terminate participation in a monitored call, hang up. This has no effect on agent-customer communication (the agent-customer session remains active).

If you want to join a monitored call, see the following section, [Barging In](#).



**Barging In** Barge In allows a supervisor to speak to the agent and customer during a monitored call. While you are silently monitoring a call, your phone shows `Barge In` in the lower right corner of the Display Panel. If you barge in to the call, the display changes to `silentM`.

You can use Soft button 3 (the button just below `Barge In` or `silentM`) to toggle between silent monitor mode and barge in mode.

Alternatively, to barge in when you are monitoring a call, press **Feature + 428**. To return to silent monitor mode, press **Feature + 425**.

To terminate participation in a barged in call, hang up. This has no effect on agent-customer communication (the agent-customer session remains active).

### **Blocking Call Monitoring**

An agent can prevent a supervisor from monitoring an outgoing call. This allows the agent to make private call. Monitor blocking can be enabled for one call at a time. That is, an agent cannot enable the monitor blocking feature for all subsequent calls. Furthermore, this feature works for outgoing calls only; the agent cannot block monitoring for an incoming call.

Note the following blocking considerations for call monitoring

- Blocking can be invoked before dialing a call or during a call.
- The monitor blocking feature can be mapped to a button.
- After invoking monitor blocking for a call, monitoring is blocked for the duration of that call. If the call is disconnected (during transfer or a call park, for example), blocking is disabled and the call can be monitored. If the call is reconnected (for a park timeout, for example), blocking is disabled and the call can be monitored.
- Blocking is effective only for calls that can be monitored. For example, invoking monitor blocking for a conference call has no effect on the call because conference calls cannot be monitored.

To block call monitoring on an agent extension to make a private call:

- 1 Pick up the handset.
- 2 Press **Feature + 429**.

The Display Panel shows the following prompt:

Enter the phone number:  
Press # to complete!

- 3 Enter the extension of the private call and press #.

Alternatively you can combine steps 2 and 3 by using the following single command after picking up the handset:

**\*429\*<extension>**

For <extension>, you can either enter the private phone extension or press a speed dial button mapped to that extension.

---

## Remote Call Forward

The Remote Call Forward feature allows you to configure the forwarding options of a phone from another phone in the network. This is useful if, for example, a person A is on vacation and all of person A's calls must be forwarded to person B. This feature enables person B to configure Call Forward Universal on the source phone (person A). Note that person A can be at one site and person B can be at a different site.

The VCX administrator must authorize use of the Remote Call Forward feature. For example, if the administrator authorizes you to change person A's forwarding options, you can enter a feature code (468) and redirect person A's calls to any other extension, including your own.

When successfully configured, the remote (destination) phone's LED (if available) will flash for all forwarded calls, and the LCD will also display a call forward message.

To remotely enable a phone to forward calls to another extension:

- 1 Pick up the handset.
- 2 Press **Feature + 468**.

The Display Panel prompts you to enter the remote phone number.

- 3 Enter the extension of the phone whose calls you want to forward and press #.

The Display Panel prompts you to enter the extension of the phone that will receive the forwarded calls.

- 4 Enter the extension of the phone that will receive forwarded calls and press #.

Alternatively, you can combine steps 2, 3, and 4 by entering the following command:

**\*468\**<source extension>*\**<destination extension>***

Remote call forwarding can be disabled either on the phone that set up remote call forwarding or on the extension whose calls you no longer want to remotely forward.

For example, extension 1001 has used feature code 468 to specify that all of extension 1000's calls be forwarded to extension 1002. You can disable remote call forwarding on extension 1000 or 1001:

- On extension 1001:
  - a Press **Feature + 468**.
  - b Enter the extension whose calls you no longer want to remotely forward (in this case, 1000) and press **#**.  
The Display Panel shows the extension of the phone receiving the forwarded calls (in this case, 1002).
  - c Delete the extension number by pressing Soft button 3, followed by Soft button 2, then press **#**.
- On extension 1000, press **Feature + 465**.

## Hunt Groups

Your administrator can establish formal and informal call centers so that incoming calls can be directed to several telephones that have been associated into hunt groups.

A call center is a general term that refers to any system that accepts incoming calls to a site, ensures that those calls are sent to the proper destination within the site, and manages database records on call activity and distribution. The call center can be used, for example, as a help desk, a reservations counter, an information hotline, or a customer service center.

Incoming calls that arrive at your company can go either to:

- Your extension and the call coverage point you have set up (see [Configuring a Call Coverage Point](#)).
- A hunt group that follows the call coverage path assigned by an administrator for that group.

A hunt group is a group of VCX phone extensions that are configured under a virtual extension. An incoming call to the virtual extension rings

on the phone of one hunt group member. If that member's telephone is in use, or if that member does not answer the call, the system "hunts" for another member of the group until the call is answered or is forwarded to the group call coverage point. For example, if there are no available members of the hunt group, the call might be forwarded to a group mailbox or to the receptionist. In addition, hunt group members can be in a distributed environment across multiple sites in the Enterprise.

An administrator can configure a hunt group in which all members are fax machines. Incoming faxes are routed to an available fax machine. Depending on the type of hunt group configured, if no fax machine is available, pending faxes may be queued until a machine becomes available or they may be sent to the call coverage point.

The method used to hunt for an available hunt group member is determined by an administrator-configured call coverage pattern for that group. Pattern types include linear, circular, and calling groups. These patterns are described in [Hunt Group Types](#).

If you dial a hunt group number using SA1, and then press the SA1 button while the call is ringing the hunt group number, the hunt group call does not disconnect. To disconnect a call while dialing a hunt group, press the hookswitch or hang up the phone.

If you are a member of a hunt group, your administrator should provide the following information:

- The type of hunt group to which you belong. The hunt group type determines the ringing pattern followed by incoming calls. See [Hunt Group Types](#).
- Your hunt group number. You need this number to log in to the hunt group. You must be logged in to receive calls directed to the hunt group. See [Logging In to a Hunt Group](#).

You can be a member of, and logged in to, multiple hunt groups, which may be of different hunt group types.

As a hunt group member, you should also be aware of how hunt group calls work with other VCX phone features, such as call conferencing. See [Hunt Group Interaction With Other Features](#).

## Hunt Group Types

The type of hunt group to which you belong determines how incoming calls are allocated to group members. Your administrator can configure a linear hunt group, a circular hunt group, and a calling group.

To illustrate the differences between hunt group types, assume the administrator has configured four members for each type: A, B, C, and D. Note that a member must be logged in to both the VCX system and the hunt group to receive a call.

- **Linear Hunt Group** — An incoming call always rings at the first member phone of the group, then, if the call is not answered, at the phone of the next member in the group list.

For example, if A, B, C, and D are all available, an incoming call will always ring first at member A's extension. If A does not answer, the call is routed to member B's extension, and so on until the last member of the group is reached. If no member is available, the call is routed to the call coverage point immediately. When the total timeout value configured for the group is reached or the last hunt group member fails to answer (whichever happens first), the call is routed to the call coverage point (see the discussion of timeout values and call coverage points later in this section).

- **Circular Hunt Group** — An incoming call rings at the member phone following the member to whom the last call was routed. If the call is not answered, the call rings at the phone of the next member in the group list.

For example, if A, B, C, and D are all available and member B received that last call, the next call will ring at member C's extension. If C does not answer, the call is routed to member D's extension, and so on until the total timeout value for the group is reached (see the discussion of timeout values later in this section).

- **Calling Group** — An incoming call simultaneously rings on all member phones that are logged in, even if a member is on another call.

For example, if A, B, C, and D are all available, an incoming call will ring simultaneously at all four extensions until the total timeout value for the group is reached (see the discussion of timeout values later in this section).

For each hunt group type, your administrator configures two timeout values:

- **Device Timeout** — Specifies how long the VCX call processor rings at one extension before moving to the next extension if there is no answer.
- **Total Timeout** — Specifies how long the VCX call processor attempts to make a connection within the hunt group before directing the call to the hunt group's default call coverage point. The administrator can configure the call coverage point to be:
  - A voice mailbox
  - Another hunt group
  - An individual extension
  - An Auto Attendant number
  - An external phone number

Ask your administrator for information on timeout values and your hunt group's default call coverage point.

[Table 10](#) summarizes how the three hunt group types route incoming calls.

**Table 10** Hunt Group Behavior

Condition	Linear Hunt Group Result	Circular Hunt Group Result	Calling Group Result
No members	Go to call coverage.	Go to call coverage.	Go to call coverage.
All members logged out	Go to call coverage.	Wait for a member to log in or until total timeout reached.	Go to call coverage.
All members busy	Go to call coverage.	Wait for a member to become available or until total timeout reached.	Queue the call and wait for an available member or until total timeout reached.
All members available	Route call to first member in the list.	Route call to the member following the member to whom the last call was routed.	Ring all member phones.
Total timeout reached	Go to call coverage.	Go to call coverage.	Go to call coverage.



*Hunt Group calls routed to a call coverage point always go to the point configured for the Hunt Group, not to the point configured for (or by) the Hunt Group member (that is, the member's personal call coverage point). If the member has Do Not Disturb enabled, personal (non-Hunt Group)*

calls go to the call coverage point. However, Hunt Group calls always ring on a member's phone, regardless of the Do Not Disturb setting.



If your telephone is part of a bridged extension, see [Hunt Groups and Bridged Line Calls](#) for additional information.

## Logging In to a Hunt Group

When your administrator gives you your hunt group membership information, you can log in to your hunt group (or groups if you have been assigned membership in multiple groups). You must be logged in to a hunt group to receive calls for that group.



You must be logged in to your VCX system account before you can log in to a hunt group. If you are not logged in to the VCX system, which requires password authentication, you cannot log in to a hunt group. See the overview section for your phone in this guide.

You log in to a hunt group by entering feature code followed by hunt group number. If you are already logged in, entering the same feature code and hunt group number logs you out. You can also log in to and log out of a hunt group through the VCX User Interface (see [Viewing Hunt Group Membership and Status](#)).

To log in to a hunt group using a feature code:

### 1 Press **Feature + 971**.

The Display Panel shows a prompt requesting a hunt group number.

### 2 Enter the hunt group number, then press #.

The Display Panel indicates that your hunt group login status has changed.

Alternatively, you can combine steps 1 and 2 by entering the following single command:

```
*971*<hunt group number>
```

You can display all the hunt groups you are currently logged in to by pressing **Feature + 972** (see [Viewing Hunt Group Membership and Status](#)).

## Hunt Group Interaction With Other Features

This section describes how participation in a hunt group interacts with other VCX phone features. Note the following considerations:

- A hunt group member that is logged into a hunt group then initiates a malicious call trace on a call, is immediately logged off of all hunt

groups that they belong to. All directly-dialed internal calls can still be accepted by that member.

- With a hunt group, the VCX User Interface Selective Ringing feature allows you to change the default ring tone to one of 27 ring tones, delay the ring for a specified number of seconds, or silence the ringer and only allow the phone to flash.
- A hunt group call can be added to a conference. The member receiving the call can conference with another extension or with another hunt group. Both announced and unannounced conferences are supported (see [Setting up a Conference Call](#)).
- A hunt group call can be put on hold and taken off hold without losing the caller.
  - If a hunt group member puts a call on hold, that member can receive other calls.
  - A hunt group caller on hold will hear hunt group Music On Hold.
- A hunt group call can be parked and then picked up by any user on the same site.
- If the VCX phone has Hands Free enabled, an incoming call to a hunt group will not be picked up automatically.
- A hunt group member's personal phone settings (for example, Call Forward, Call Coverage point, and Do Not Disturb) are not invoked on Hunt Group calls.
- An external call to a private user (someone not in the hunt group) can be transferred to a hunt group.
- Both attended and unattended call transfers are allowed for calls to a hunt group or from a hunt group.
- After reaching an Auto Attendant, a caller can enter a hunt group extension and be transferred to a Hunt Group.
- Internal and external callers that are forwarded to voice mail can leave a message and navigate through the voice mail options.
- If a hunt group call is routed to a voice mailbox or Auto Attendant call coverage point but the routing fails (for example, because no ports are available), the call is requeued for the hunt group.
- Each time a call is put back in a hunt group queue, it is treated like a new call.



- If you are a member of one or more hunt groups, the phone message button acts as a MWI for the hunt group voice mailbox even if you are not logged in to the hunt group. Pressing the message button displays a menu which shows number of new messages in each mailbox, including your personal mailbox. You can use the arrow navigation keys to locate a voice mailbox. Press the message button to access the selected mailbox.

### Viewing Hunt Group Membership and Status

You can use the Telephone User Interface to view the hunt groups you belong to and your current login status for each group.

To view hunt group information enter the following feature code:

#### **Feature + 972**

The Display Panel on the phone displays the hunt groups you belong to and your current status.

Use the up and down scroll buttons to navigate through the hunt group list. The first line displays the name and number of the hunt group. The second line displays your current status.

- Press soft button 1 below the Display Panel to change your current login status.
- Press soft button 2 or 3 below the Display Panel to exit from the hunt group display.

When you change your login status, the Display Panel shows `HuntGroup Login Enabled`. If you are logged into multiple phones using the same phone number, this message appears on all phone displays. While this message appears in the Display Panel, press soft button 1 to display the hunt group list (same effect as pressing **Feature + 972**) to display the hunt group list.

You can also use the VCX User Interface to view the hunt groups you belong to and your current login status for each group.



*If a hunt group member has a remote phone, that remote phone will not appear in the VCX User Interface Hunt Group Membership list, but it does appear in the administrator's Hunt Group Membership list.*

**Emergency Phone  
Number Dialing  
Service**

VCX phones provide the capability to dial an emergency phone number even when the phone is not logged in to a VCX system. The phone must be properly configured, connected to an operational VCX system, and the region must support this service. If the VCX system is not operational, an emergency call can be routed (optionally) directly through a PSTN media gateway. Contact your system administrator to determine the appropriate emergency number for your region.

# 8

## USING THE VCX USER INTERFACE

This chapter describes how to access the VCX User Interface application. It also provides a description of the options available to manage your user account and VCX telephone from this web-based application. Features that require configuration through the application and, subsequently, on the telephone itself are described in more detail.



*Your administrator determines whether the features in this chapter are available for your telephone or for the entire system. Some of these features may not be available to you.*

This chapter includes the following topics:

- [Accessing the VCX User Interface](#)
- [VCX User Interface Overview](#)
- [Enabling Call Forwarding](#)
- [Configuring a Call Coverage Point](#)
- [Enabling Bridged Extensions](#)
- [Logging Out](#)

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## Accessing the VCX User Interface

You can use the VCX User Interface to access and manage advanced VCX telephone features, change your web login password, and modify your personal account information.

The VCX User Interface is a web-based application. Before you begin, obtain the following information from your system administrator:

- Web login username
- Web login password
- Web address (URL) for the VCX User Interface



*Your browser must have cookies and Java script support enabled to start a VCX User Interface provisioning session.*

To log in to the VCX User Interface:

- 1 In your web browser's address bar, enter the VCX User Interface web address and press **Enter**.
- 2 On the **3Com VCX V7000 Networked Telephony Solution** window, click **User Interface**. The Login dialog box appears.
- 3 In the **Username** field, type your web login name.
- 4 In the **Password** field, type your web login password.  
To clear the username and password fields, click **Reset**.
- 5 Click **Submit**.

The VCX User Interface displays the Welcome window.

---

## VCX User Interface Overview

The Welcome window illustrates the general structure of the VCX User Interface.

The left column displays six options:

- **Welcome**
- **My Extensions**
- **Calling Features**
- **Call Coverage**
- **Groups**
- **Log Out**

Each option (except **Log Out**) is associated with a set of tabbed pages shown on the right side of the window. When you select an option, the set of tabbed pages changes. Click on a tab to display its contents.

Each tabbed page includes a text box that describes the purpose of the page. Each text box also includes a **Help** button. If you need more information on a page, click **Help** to launch the VCX User Interface online Help system.

The following list provides a brief description of the features you can manage on each tabbed page. For detailed information, refer to the online Help. Note that some features must be enabled on the phone after configuration in the VCX User Interface. These features are noted in the list.

#### ■ **Welcome**

- **Welcome** — Provides an initial welcoming page that can include current system information, such as mailbox capacity, and the number of new and saved messages.
- **My Information** — Displays name and address information that you can modify as necessary. Also enables you to change the language type and the size of the font used in your telephone's Display Panel.
- **Web Login** — Allows you to change the password you use to access the VCX User Interface.
- **Directory** — Allows you to search a directory of other system users to find name and extension information. The directory can be either local (users whose phones are connected to the same VCX call processor) or global (all the users in a multi-site enterprise that includes regional, branch, and local offices). Search criteria can include first name, last name, extension, or location. If you do not enter search criteria, all users are displayed.

#### ■ **My Extensions**

- **Call History** — Allows you to view the call history for your phone, for example, the calling and called parties, and call duration.
- **Ring Patterns** — Enables you to set distinctive ringing tones to identify the source (inside, outside, or private) of incoming calls. Inside calls are calls that originate from within the VCX network. Outside calls are calls that originate from outside the VCX network. Private calls are anonymous calls or calls with caller ID blocked.

- **Bridge Permissions** — Enables you set up your extension so that up to four other users can receive your calls on their phone. After configuring bridge permissions through the VCX User Interface, see [Enabling Bridged Extensions](#) for additional information. This feature is not supported on Basic 3101 phones.
- **Bridged Phones** — Displays up to four extensions that are bridged to your phone. After configuring mappings through the VCX User Interface, see [Enabling Bridged Extensions](#) for additional information. This feature is not supported on Basic 3101 phones.



*You should not bridge an extension to a Basic phone (Model 3101) because these phones have no programmable access buttons. Therefore, these phones have no way of distinguishing a call to its extension and a bridged call.*

- **Button Mappings** — Displays the default function associated with each programmable button on your telephone. If permitted by your administrator, you can assign a new function to a button or assign a new value to a button function. For example, you could reprogram a button to add another personal speed dial, or you could change the number dialed for an existing speed dial button. See [Assigning Access Button Functions Using the VCX User Interface](#) for more information.
- **Registrations** — Lists all phones on which you are currently logged in.
- **Passwords** — Enables you to set the login password for your phone extension. This password is also used for mailbox access and must be synchronized with IP Messaging (see the VCX User Interface online help). Passwords can be 4 digits to 9 digits. Only the numbers from 0 through 9 are allowed and the first digit cannot be 0. You cannot use the star (\*) or pound (#) characters.
- **Date/Time** — If you log in to a phone in another time zone, you can use this option to update the VCX system with your current time zone information. Also allows you to change the date/time format, which is initially set by your administrator.
- **Calling Features**
  - **Personal Speed Dials** — Allows you to set up personal speed dial codes for up to 9 phone numbers.
  - **System Speed Dials** — Allows you to view the system-wide speed dial numbers configured on your system by your administrator. You

cannot add, modify, or delete a system speed dial number. However, you can export the list to a Microsoft Excel spreadsheet. You can also map a system speed dial number to a button on your phone (see [Assigning Access Button Functions Using the VCX User Interface](#)). See [Dialing System Speed Dial Numbers](#).

- **Call Forwarding** — Allows you to control how the VCX system handles your calls when you do not answer a call, your extension is busy, or your calls are forwarded to another extension. See [Enabling Call Forwarding](#) for additional information.

- **Selective Ringing** — Enables you to configure Selective Ringing for calls coming in from up to 10 telephone numbers. For each number, you can select one of 9 tones and for each tone you can choose to have the telephone ring once, twice, or three times.

You can silence the ringer and only allow the phone to flash by selecting *Ringer Disabled* in the **Ring Tone** drop down list. You can also delay the ring of a bridged line phone or hunt group extension for a specified number of seconds.

If you configure a selective ring pattern for a telephone extension of a configured bridged line or a hunt group, that extension appears in the **Hunt Group and Bridged Calls** list. When an extension appears in this list, you can then change the delay time.

- **Privacy** — Allows you to control whether the VCX system sends your Caller ID when you make a call. See [Controlling Caller ID](#).
- **Call Restrictions** — Allows you to block incoming and outgoing calls that match specified patterns.

- **Call Coverage**

- **Call Coverage** — Allows you to set your default call coverage point. The configured call coverage point determines the destination of a call that is either not answered in time, or cannot be answered because the destination is busy or unreachable (logged out, or disconnected from the network). The default destination for unanswered calls is voice mail. See [Configuring a Call Coverage Point](#).
- **Predefined Rule** — A Predefined Rule allows you to create a rule from a specified list of predefined call coverage values defined by the Administrator.
- **User Rule** — A User Rule allows you to configure personal rules to conform to your schedule.

- **Groups**
  - **Hunt Groups** — Allows you to view the hunt groups you belong to and your current login status for each group. See [Hunt Groups](#).
  - **Page Groups** — Allows you to view the page groups configured on your system. When you dial the group page extension, speakers are activated on the telephones that are members of the group. As you speak into your handset, your voice is broadcast on the activated speakers. See [Paging](#).
  - **Call Pickup Groups** — Allows you to view the call pickup groups you belong to and the other members of these call pickup groups. See [Call Pickup](#).
- **Log Out** — Ends your VCX User Interface session. See [Logging Out](#).

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## Enabling Call Forwarding

This section describes how to enable and use call forwarding features set up through the VCX User Interface.

You can also configure and enable call forwarding through your phone's Telephone User Interface (TUI). See [Call Forwarding](#).

You can use the VCX User Interface to set:

- How long (in seconds) your telephone rings before the system forwards unanswered calls
- Where you want your call to be forwarded
- The condition (or conditions) that result in the system forwarding a call:
  - **Ring No Answer** — Redirect incoming calls to another destination when your phone rings for a configured time period (the default is 15 seconds).
  - **Busy Line** — Redirect incoming calls to another destination when your phone is busy. If you have multiple lines, busy means that all lines are in use.
  - **All Calls** — Redirect incoming calls to another destination unconditionally. Use this feature when you plan to be away from your phone for an extended period of time. Also referred to as Call Forward Universal.
  - **Fall Back** — Return forwarded calls to your call coverage point if the forwarding destination does not answer. When you enable this



Call Forward, Fall Back to Coverage feature, a forwarded call that is not answered at the forwarding destination falls back to your extension's coverage. This call coverage point must be either voice mail or Auto Attendant (the call cannot fall back to another extension or to no coverage; see [Configuring a Call Coverage Point](#)).

For example, a call to extension A gets forwarded to extension B if extension A is busy. Extension A has also enabled the Fall Back option. Extension A receives a call that gets forwarded to extension B. However, extension B is also busy. Instead of sending the call to extension B's coverage point or call forwarding destination, VCX returns the call to extension A's voice mail or Auto Attendant.



*You can configure the Call Forward, Fall Back to Coverage feature through the VCX User Interface only. This feature cannot be configured through the Telephone User Interface.*

To set up call forwarding, log in to the VCX User Interface, select the **Calling Features** option, then access the **Call Forwarding** tabbed page. Enable the appropriate forwarding conditions and click **Save**.

If you configure and enable any call forwarding option through the VCX User Interface, the option becomes effective immediately.



*Your administrator may prevent you from configuring Call Forward All, Call Forward Ring No Answer, or Call Forward Busy to an external (outside the enterprise) number. See your administrator for information.*

---

## Configuring a Call Coverage Point

A call coverage point determines how the VCX system treats an unanswered call. A call is considered unanswered for the following reasons:

- The call rings and is not answered before the call coverage ring timeout value is reached. The default timeout value is 20 seconds.

Note that any enabled Call Forward settings take precedence over Call Coverage Point settings. Furthermore, the Call Forward - Ring No Answer feature also has a ring timeout value. The default timeout value for this feature is 15 seconds. The Ring No Answer timeout value has priority over the call coverage timeout value. If the Ring No Answer timeout value is greater than the call coverage timeout value, the call coverage timer is ignored so the call can be forwarded to the Call Forward destination.

- The call cannot be answered because the destination is busy or unreachable (logged out or disconnected from the network).

The default call coverage point is voice mail. However, your administrator can specify a different default for all subscribers by creating a Predefined rule, or you can set your own call coverage point by creating a User rule. There are three possible call coverage points:

- Voice mail (the default)

The Call Forwarding Fall Back option can only be enabled when the call coverage is set to the *Send to Voice Mail* option. The Call Forwarding Fall Back option must be disabled if the *Send to Number* or *No Coverage* option is selected.

- A telephone number (internal, external or auto attendant)

Call coverage can be set to an auto attendant by entering the auto attendant number in the *Send to Number* box. If an auto attendant is configured, the Call Forwarding Fall Back option must be disabled.

- No coverage

If the *No Coverage* option is selected and a call is not answered, the caller will hear a busy tone or an error message depending on the reason for the unanswered call.



*If you enable Do Not Disturb on your phone, calls will automatically go to the call coverage point, which may or may not be voice mail.*

The call coverage point must be set through the VCX User Interface (or the Administrator Interface). It cannot be set through the Telephone User Interface.

---

## Assigning Access Button Functions Using the VCX User Interface

This section describes how to use the VCX User Interface to view, and possibly modify, the VCX features associated with the Access buttons on your telephone.

When a VCX system is configured, your administrator assigns (maps) default functions for the Access buttons on your telephone. Mapping a function to a button allows one-touch access to that function. Speed dialing is one example of a one-touch function.

Your administrator may allow you to reprogram a button's function (for example, create more personal speed dial buttons).

To view the functions currently mapped to buttons on your phone:

- 1 Log in to the VCX User Interface, select the **My Extensions** option, then access the **Button Mappings** tabbed page.
- 2 Choose your telephone model (for example, the Model 3102 Business phone) and click **Select**.



**CAUTION:** *The VCX User Interface cannot determine your telephone model. You must select the correct model from the drop down list.*

The VCX User Interface displays a graphic of the selected phone model and shows the function mapped to each button. If a function name appears dimmed (light gray text), your administrator has locked that function-button mapping and you cannot remap it. See the online help for more information.

---

## Enabling Bridged Extensions

This section describes how to enable and use bridged extensions set up through the VCX User Interface.

The VCX system allows you to set up your extension so that other users can receive your calls at their phones. Through the VCX User Interface, you can grant permission to up to four other users to receive calls intended for your extension; that is, you are “bridging” your extension to their phones.

With a bridged line, the VCX User Interface Selective Ringing feature allows you to change the default ring tone to one of 27 ring tones, delay the ring for a specified number of seconds, or silence the ringer and only allow the phone to flash.

The bridged phone is sometimes referred to as the primary phone. The phone receiving bridged calls is sometimes referred to as the secondary phone.

A bridged extension is typically used by an administrative assistant (the secondary phone) to accept calls for one or more managers (primary phones). Or one manager (primary phone) may be monitored by multiple assistants (secondary phones). The primary phone and the secondary phone (or phones) can be located at different sites.

Bridging an extension requires three steps:

- 1 On the phone whose extension you want to bridge (for example, extension 1000):
  - a Log in to the VCX User Interface, select the **My Extensions** option, then access the **Bridge Permissions** tabbed page.
  - b Specify the extension (for example, extension 1001) that you want to receive a bridged call and click **Add**.



*The bridged phone can identify up to four phone numbers to bridge with, but the number of extensions it can actually bridge is determined by the maximum number of contacts that the system administrator has set up for the phone, which may be fewer than four.*



*If you bridge a phone that is a remote phone, that remote phone will not appear in the VCX User Interface Bridged Phones list, but does appear in the administrator's Bridged Phones list.*

- 2 On the phone that will receive a bridged call (in this example, extension 1001):
  - a Log in to the VCX User Interface, select the **My Extensions** option, then access the **Button Mappings** tabbed page.
  - b Map the bridged extension (in this example, extension 1000) to an System Appearance (SA) button (either SA 4, SA 5, or both buttons) and click **Save**.



*You should not bridge an extension to a Basic phone (Models 2101 or 3101) because these phones have no programmable buttons. Therefore, a Basic phone has no way of distinguishing a call to its extension and a bridged call.*

- 3 For the bridged line settings to take effect, the phone must retrieve the new settings from the VCX server. By default, phones check the VCX server for new information every 60 minutes (the phone registration interval). To retrieve bridged line settings, you can use one of the following options:
  - Wait for the phone registration interval to expire (60 minutes or less, depending on when the last registration occurred).
  - Log off and then log on to the phone.

In this example, an incoming call to extension 1000 will also ring on extension 1001 on line 4 or on line 5 (or both lines) depending what you selected in step 2b.

The primary phone user can make calls on a bridged line. The secondary phone user can answer calls that are made to the primary phone's extension but cannot make calls using the buttons that are associated with the primary telephone. (In fact, the buttons on the secondary phone associated with the primary phone function as speed dial buttons to the primary phone.) Both users can use VCX features to manage bridged calls. For example, bridged calls can be transferred, put on hold, or forwarded to voice mail. However, because multiple phones are involved, you should note the considerations discussed in [Bridged Line Interaction with Other Features](#).

When an extension is bridged, SA buttons (4 or 5) access buttons and status lights on the secondary phone are associated with the Bridged System Appearance (BSA) access buttons and status lights on the primary phone. Lights on each phone indicate the state of each bridged line:

- If the light is off, the bridged line is available for use on the primary phone.
- If the light is on, the bridged line is in use by either a primary phone user or a secondary phone user.
- If the light is blinking quickly, the bridged line is ringing on all primary and secondary phones.
- If the light is blinking slowly on both phones, the line has been put on hold by either the primary phone user or a secondary phone user. This indicates a shared hold state. The line can be picked up by any phone mapped to this bridged line.

Both primary and secondary users can be logged in to multiple phones. For example, an administrative assistant (secondary user) can be logged in to four phones and monitor a manager from any phone as long as all the secondary phones are configured with the same extension. Or, a manager may be logged in to multiple phones and monitored by an assistant logged in to one or more phones. In any case, the total number of logged in primary and secondary phones cannot exceed five.

For the current release, the primary and secondary phone (or phones) must be located on the same site.

Your administrator can also set up bridged extensions. In this case, fields on your **Bridge Permissions** and the **Button Mappings** tabbed pages have preassigned values.

### **Bridged Line Interaction with Other Features**

Calls to a bridged extension can be managed by a primary user or a secondary user, like non-bridged calls. For example, bridged calls can be parked, put on hold, transferred, or conferenced.

A call to a bridged extension can be affected by call coverage points, call forwarding settings, and Do Not Disturb settings on the primary and secondary phones.

Calls to a bridged extension that are not answered always follow the call coverage point configured for the primary phone, or, if call forwarding is enabled, the appropriate call forward setting for the primary phone.

If all the bridge lines are in use, a call to the primary extension rings on a primary phone SA line and does not ring on the secondary phone. If all bridge lines and SA lines are in use on the primary, a call is forwarded to the Call Forward - Busy destination configured for the primary phone.

Topics in this section describe how bridged calls are handled when certain VCX features are invoked by the primary phone user, the secondary phone user, or both users.

#### **Do Not Disturb and Bridged Line Calls**

If the primary phone enables Do Not Disturb and a call rings on a secondary phone, there is no call indication on the primary phone—the phone does not ring and the BSA light does not blink. Once the call is answered or put on hold, the primary phone's BSA light does indicate call status.

- If the primary phone enables Do Not Disturb, a call goes directly to the primary phone's call coverage point if:
  - All secondary phones have enabled Do Not Disturb
  - No secondary phone is available
- If the primary phone enables Do Not Disturb and no secondary phone answers the call, the call goes to the primary phone's Call Forward destination when the Call Forward - Ring No Answer ring timeout value is reached.
- If a secondary phone enables Do Not Disturb and other secondary phones are available (or the primary phone is available), the call rings on one of the other phones.

- If a secondary phone enables Do Not Disturb and no other secondary phones are available, the call rings on the primary and there is no indication of the call on the secondary phone.
  - If the primary does not answer, the call goes to the primary phone's Call Forward destination when the Call Forward - Ring No Answer ring timeout value is reached.
  - If the primary does answer or put on hold, the secondary phone's SA light does indicate call status.

If neither the primary phone or the secondary phones have Do Not Disturb enabled, a call rings on both phones.

- If the primary phone user presses the DND button while the call is ringing, it stops ringing and the BSA light stops blinking but continues to ring on the secondary. If the secondary does not answer, the call goes to the primary phone's Call Forward destination when the Call Forward - Ring No Answer ring timeout value is reached.
- If the secondary phone user presses the DND button while the call is ringing, it stops ringing and the SA light stops blinking but continues to ring on the primary. If the primary phone does not answer, the call goes to the primary phone's Call Forward destination when the Call Forward - Ring No Answer ring timeout value is reached.
- If the primary and secondary phone users both press the DND buttons while the call is ringing, it stops ringing and the SA light stops blinking on both phones. The call goes to the primary phone's Call Forward - Busy destination.

If the primary phone enables Do Not Disturb, a call rings on a secondary phone. If the primary phone user disables Do Not Disturb while the call is ringing, the call does not start ringing on the primary. Do Not Disturb is enabled only for subsequent calls. This is also true for a secondary phone user who toggles the Do Not Disturb setting while a call is ringing.

If the primary phone enables Do Not Disturb and a call comes in from a hunt group, the Do Not Disturb setting is ignored and the call rings on the primary. If a secondary phone enables Do Not Disturb and a call comes in from a hunt group to the primary phone, the call does not ring on the secondary phone.

### **Hands Free and Bridged Line Calls**

Enabling the Hands Free feature has the following effect on bridged calls:

- If the primary phone has Hands Free enabled, a call rings briefly on the secondary phone before it is automatically answered by the primary phone.
- If the secondary phone has Hands Free enabled, only calls made to the secondary's phone extension are answered Hands Free. Calls to primary phone are not answered Hands Free on the secondary phone; they appear as normal bridge calls.

### **Call Forward, Forward to Voice Mail, and Bridged Line Calls**

Enabling Call Forwarding and Forward to Voice Mail (or enabling both features) has the following effect on bridged calls:

- If the primary phone enables Forward to Voice Mail, calls ring once on the primary and secondary phones, and then go to voicemail.
- If the primary phone enables Call Forward Universal, calls to the primary go to the Call Forward Universal destination immediately and do not ring on the primary or secondary phones.
- If a secondary phone enables Forward to Voice Mail or Call Forwarding to another extension, these settings affect only calls to the secondary phone extension. A bridged call rings on both the primary phone and secondary phone.
- If a call is ringing on the primary phone and the secondary phone, and the primary phone user presses the Forward to Voicemail button, the call is forwarded to primary phone's voice mailbox and the secondary phone stops ringing.
- If a call is ringing on the primary phone and the secondary phone, and the secondary phone user presses the Forward to Voicemail button, call will continue ringing on both phones.

### **Call Transfer, Call Conferencing, and Bridged Line Calls**

Bridged calls can be transferred by either the primary phone or the secondary phone. The primary phone user and secondary phone user can also set up a conference with a bridged call.

If the primary phone is on a bridged call and presses the **Transfer** button, the primary phone user hears a dial tone. The user can then enter a telephone number to start attended or unattended call transfer. While the primary phone user enters the phone number, the calling party is put on hold. However, the light for BSA line on the secondary phone remains on (does not blink as it would for a non-bridged call on hold).



While on a bridged call, the primary phone user can also press a free SA line to transfer the call from a BSA line to a SA line. Or, a call connected on a SA line can be transferred from the SA line to its BSA line. A secondary phone user, however, can only transfer a call from an SA line to BSA line but cannot transfer a bridged call to an SA line.

Both primary and secondary phones can set up a 3-way conference call on a bridged line.

### **Call Park and Bridged Line Calls**

Either the primary phone user or the secondary phone user can park a call.

When either a primary or secondary phone user parks a call and the call park timeout value is reached (the default is 5 minutes), the parked call rings back only on the phone that parked the call. For example, if a primary phone user parks a bridged call to a Call Park extension and no one picks up the parked call, after 5 minutes the parked call rings back only on the primary phone that parked the call. The call does not ring back on a secondary phone or on any other primary login instance. When the primary phone answers the call, the SA status light on primary phone lights but the BSA status lights on the bridged phones do not light.

A parked call that rings back on a primary phone rings on the first free SA line.

A parked call that rings back on a secondary phone rings on the first free SA line.

If all lines are in use, a parked call that rings back is forwarded according to the enabled Call Forwarding setting for that phone. If Do Not Disturb is enabled, the parked call is forwarded to the call coverage point configured for that phone.

### **Call Pickup and Bridged Line Calls**

Call Pickup (both Directed and Group) allows a user to answer a call that is ringing on another telephone.

For bridged calls, you enter the Call Pickup feature code (455 for Directed) followed by the group security code and the extension of a primary phone. The call stops ringing on all primary and secondary phones when the call is picked up. You cannot enter the extension of a

secondary phone. Doing so returns an error, and the call keeps ringing on all primary and secondary phones.

### **Attendant Console and Bridged Line Calls**

The VCX administrator can map primary phone numbers and secondary phone numbers to buttons on a VCX 3105 Attendant Console. In this case, status lights on the Attendant Console show that the bridged line is in use for primary and secondary phones.

### **Hunt Groups and Bridged Line Calls**

A primary or a secondary phone can belong to a hunt group.

If a primary phone is a member of a hunt group, a call coming to the hunt group rings on an SA line on the primary phone. A secondary phone cannot receive a hunt group call directed to a primary phone.

### **Message Waiting Indication and Bridged Line Calls**

A secondary phone displays the Message Waiting Indication (MWI) of the primary phone (or phones). The display panel on the secondary phone shows the total number of new and old messages from both the primary phone and secondary phone mailboxes when the phone is in an idle state.

Pressing the **MSG** button lists the mailboxes. You can press Up and Down arrow keys to select a mailbox, then press the **MSG** button again to connect to that mailbox.

---

## **Personal Speed Dial Access Buttons**

The VCX User Interface allows you to set up personal speed dial access buttons using two methods; by assigning the **Personal Speed Dial** feature to an access button and by assigning the **Call** feature to an access button.

Using the Personal Speed Dial feature provides up to six (Model 3102) or seven (Model 2102) personal speed dial numbers that you can assign. Using the Call feature provides an additional nine personal speed dial numbers you can assign.

---

## Logging Out

To log out of the VCX User Interface, follow these steps:

- 1 From any screen, click the **Log Out** button just above the copyright notice.

The **Login** screen appears.

- 2 Close your web browser.



# A

## TELEPHONE INSTALLATION AND MAINTENANCE






This chapter covers these topics:

- [Connecting the Telephone](#)
- [Attaching and Adjusting the Articulating Support Bracket](#)
- [Opening the 3105 Attendant Console Label Cover](#)
- [Installing the 3102 Telephone Label Plate](#)
- [Attaching and Adjusting the Fixed Support Bracket](#)
- [Moving Your Telephone](#)
- [Swapping Telephones](#)
- [Cleaning Your Telephone](#)
- [Troubleshooting Problems](#)

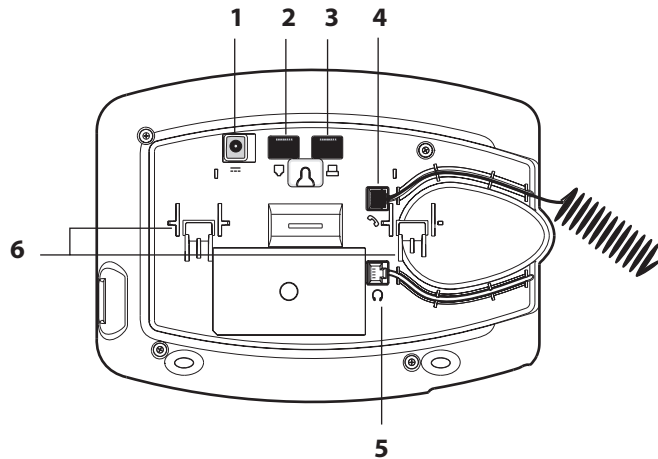
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## Connecting the Telephone

Although the connector layout varies between telephones, all VCX telephones and attendant consoles use these symbols to identify the connectors:

-  Power connection for an AC power adapter.
-  Network connection. Connects the device to the network. A powered Ethernet cable that conforms to the Power over Ethernet (IEEE 802.3af) standard is acceptable for:
  - 3Com 3101 Basic Telephones
  - 3Com 3102 Business Telephones
  - 3Com 3103 Manager's Telephones
  - 3Com 3105 Attendant Consoles
  - Older 3Com telephones that include "PE" in the part number.
-  Switch port for connecting a computer or other network device, such as an VCX Attendant Console, to the network.
-  Handset connector.
-  Headset connector. Model 3102 and Model 3103 only.

[Figure 6](#) shows underside of the VCX 3102 Business Telephone as an example of possible connection points. Connection details for each type of VCX device are listed on the packing sheet that is shipped with the device.

**Figure 6** Underside of the VCX 3102 Business Telephone

**CAUTION:** The VCX system operates over the LAN, not through traditional telephone wiring. Your telephone connects to the VCX system through an RJ-45 LAN connector instead of an RJ-11 telephone connector. Your telephone will not work unless it is connected properly. Ask your administrator if you have questions about your telephone connection.

The underside of an VCX telephone or attendant console includes:

- 1 AC power adapter connection
- 2 Ethernet connector for connection to the LAN
- 3 Ethernet connector for an optional connection to your desktop computer.
- 4 Handset connector
- 5 Headset connector (3102 and 3103 only)
- 6 Tabs for the support bracket



For information about the underside of each VCX Telephone, and for information about how to connect any VCX Telephone or Attendant Console to a Power over Ethernet source, see the packing sheet that comes with the device.

Strain relief clamps are built into the 3101/3102/3105 support bracket.

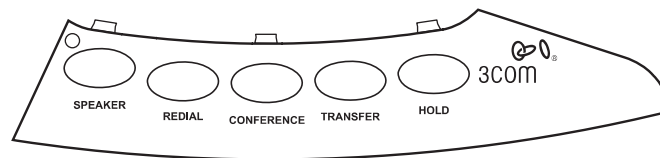
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## Installing the 3102 Telephone Label Plate

The VCX 3102 Business Telephone has a label plate with localized button labels that you must install. Once you snap the plate onto the telephone, you cannot remove it.

To install the plate, slip the tabs along the top edge of the plate into the slots on the telephone, and then press firmly along the bottom edge of the plate until you feel it snap into place.

**Figure 7** VCX 3102 Label Plate



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## Attaching and Adjusting the Articulating Support Bracket

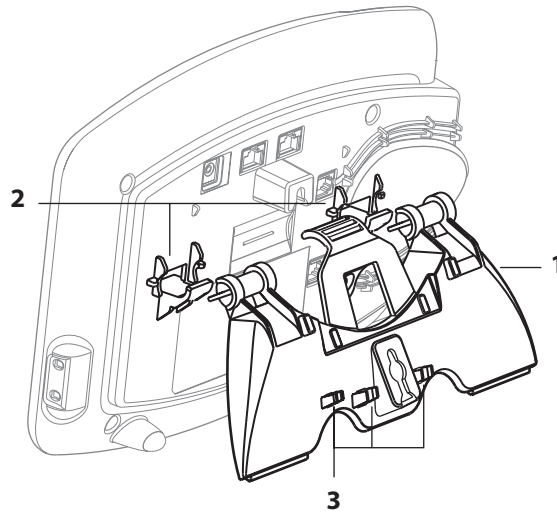
The articulating support bracket is common to the following devices:

- 3Com 3105 Attendant Console
- 3Com 3102 Business Telephone

[Figure 8](#), [Figure 9](#), and [Figure 10](#) show a 3102 Telephone. The instructions apply to all telephones.



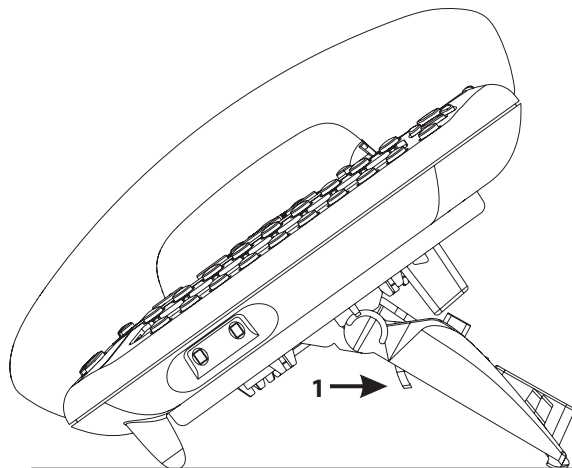
**Figure 8** Attaching the Support Bracket



To attach the support bracket, **1**, snap the bracket into the mounting supports **2**, on the bottom of the telephone.

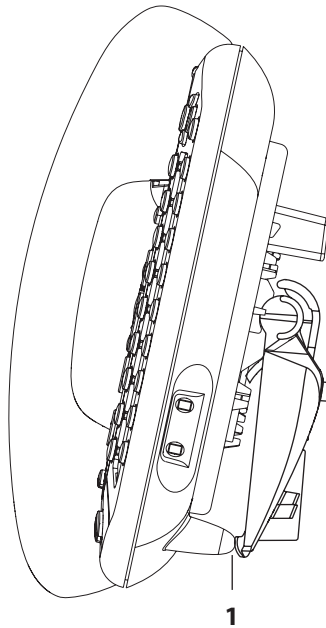
After you connect the cables to the phone, press the cables into the cable management clamps **3**, on the stand.

**Figure 9** Adjusting the Support Bracket



To adjust the support bracket, press to release the lock tab **1**, rotate the bracket to the position that you want, and then release the lock tab.

**Figure 10** Wall Mounting a 3102 Telephone



When you mount a 3101, 3101SP, 3102, or 3103 telephone on a wall, attach the support bracket and adjust it so that the bottom of the support bracket rests against the bottom supports on the telephone, **1**.

Safe wall mounting requires 3/4-inch drywall and 1.5-inch drywall screws.

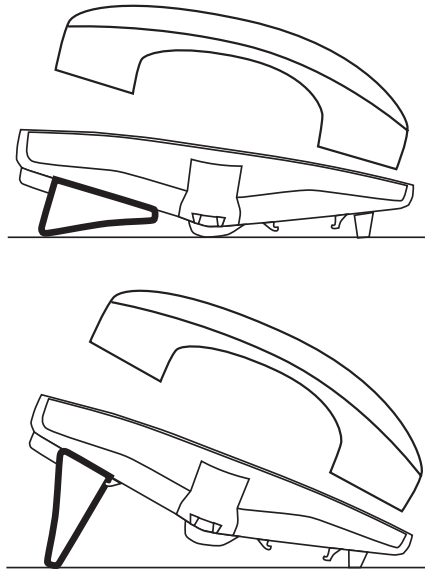
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### Attaching and Adjusting the Fixed Support Bracket

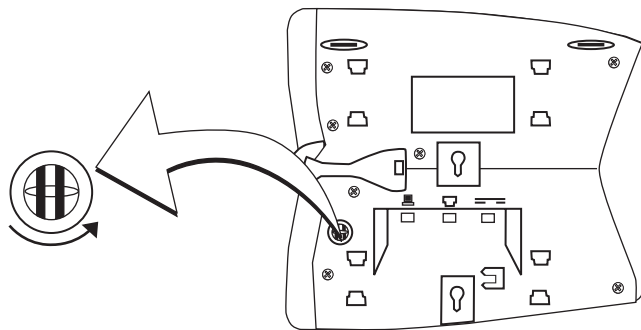
The fixed support bracket is supplied with the Model 2102 Business Telephone. The fixed support bracket can be attached in low profile, high profile, or wall mount positions. Tabs on the underside of the telephone slip into slots on the bracket, and the opposite mounting points snap into place.

#### Low-Profile and High-Profile Positions

In [Figure 11](#), the support bracket is outlined to show you how to install the VCX Telephone in the low-profile and high-profile desktop positions.

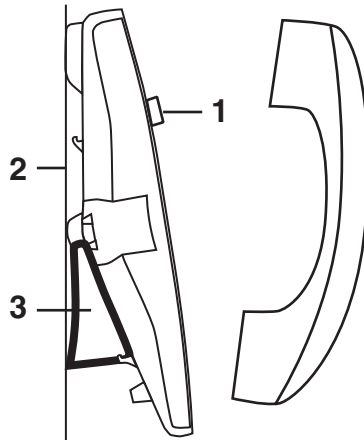
**Figure 11** Low-Profile and High-Profile Desktop Positions**Wall-Mount Position**

To mount an VCX 2102 telephone on a wall, put the bracket on the opposite end of the telephone in the low-profile position. Pull and twist the knob on the underside of the phone 90 degrees ([Figure 12](#)) so that the spring-loaded peg projects out on the top of the phone (Item 1 in [Figure 13](#)).

**Figure 12** Knob for the Handset Support Peg

[Figure 13](#) shows an VCX 2102 Telephone in the wall-mount position. Safe wall mounting requires 3/4-inch drywall and 1.5-inch drywall screws.

**Figure 13** Wall-Mount Position



- 1 Handset support peg
- 2 Wall with a solid backing
- 3 Support bracket in the low-profile position on opposite end of telephone

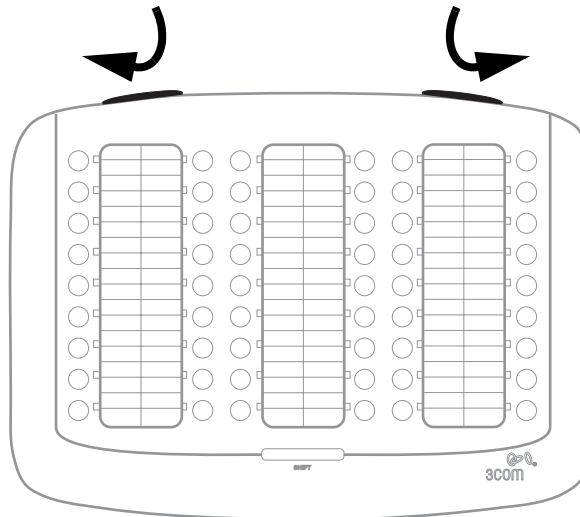
**Security Wall-Mount Bracket**

Every VCX 2102 telephone can be fitted with an optional security wall-mount bracket that ensures that the device cannot be removed by unauthorized persons. For how to order this bracket, consult your 3Com VCX Voice-Authorized Partner. Read and follow the instructions that come with the bracket.

## Opening the 3105 Attendant Console Label Cover

For instructions on how to create and print labels, see [Printing Labels](#) on [page 38](#).

**Figure 14** 3105 Attendant Console Label Cover Tabs



After you print the labels and then cut them out, remove the plastic cover from the Attendant Console by pulling up on the two tabs at the top of the Attendant Console until the top of the cover pops off.

## Moving Your Telephone

Each VCX telephone is uniquely identified by an IP address. You can move your telephone to another location within your calling domain, connect it to any Ethernet jack on the LAN, and still maintain all of your personalized features, speed dials, and extension number.

## Swapping Telephones

Your administrator assigns a password for your telephone. This password associates your telephone extension (and mailbox) with your account. This may allow you to configure another VCX phone in the system to duplicate your primary phone. This means if you are away from your primary phone (for example, in a different office), you can program the local phone to use your extension. Any calls made to your extension will ring in both locations and you can access your mailbox from either phone. See the overview section in the chapter that describes your telephone for more information.

## Cleaning Your Telephone

Always unplug your telephone from the power source and from the network before you clean it. Use a soft cloth dampened with mild detergent.



**WARNING:** Failure to unplug the telephone before you clean it could result in electrical shock.

## Troubleshooting Problems

[Table 11](#) lists possible problems that you may encounter and the most likely solutions. Where possible, each solution refers to the section in this guide where you can find detailed information.

**Table 11** Possible Problems

Possible Problem	Suggested Solutions
My telephone has no dial tone and the display panel is blank.	<ul style="list-style-type: none"> <li>■ Verify that the power cord is fully inserted in the correct connector on the underside of the telephone. Use the strain relief tab to prevent the cord from becoming unplugged.</li> <li>■ Verify that the Ethernet cables are connected and that each cable is in the proper connection.</li> <li>■ Remove and add power to the telephone by unplugging the power cord at the electric outlet and plugging it back in.</li> <li>■ If the telephone is powered through a powered Ethernet cable, make sure that power is applied to the cable at its source.</li> </ul>
My telephone has "locked up."	<ul style="list-style-type: none"> <li>■ Your telephone has lost the connection to the system. Remove the Ethernet cord from the jack, and then re-insert it into the jack.</li> <li>■ Wait a few seconds. If the telephone display panel still appears to be locked, disconnect the electrical power for your telephone, and then plug it back in.</li> </ul>
Callers cannot leave messages on my voice mail.	Your mailbox may be full. Log in to your voice mailbox and delete some messages.
When I dial 9 or 8 to access an outside line, the display panel shows "All Ports Busy."	No outside lines are available. Try again in a few minutes.
After I call another user in my organization, I hear a tone but no ringing.	The other user may have the <b>Hands Free</b> feature enabled. Begin speaking after you hear the tone. For details, see <a href="#">Using the Hands Free Feature</a> .

**Table 11** Possible Problems (continued)

<b>Possible Problem</b>	<b>Suggested Solutions</b>
On my VCX Business Telephone, all incoming internal calls come over my speaker phone.	You have the <b>Hands Free</b> feature enabled. For details, see <a href="#">Using the Hands Free Feature</a> .
My telephone is not forwarding my incoming calls to my voice mailbox.	Verify that you have activated the <b>Forward to Voice Mail</b> feature. For details, see <a href="#">Forwarding Calls to Voice Mail</a> .
On my VCX Business Telephone, I added a One-Touch speed dial, but the telephone does not dial that number.	Verify that you have correctly set up speed dialing. For details, see <a href="#">Speed Dialing</a> .
My telephone keeps ringing after I pick up the handset.	<ul style="list-style-type: none"> <li>■ Your telephone may have lost connection to the system immediately after a call came in. Remove the Ethernet cord from the jack, then re-insert it into the wall jack.</li> <li>■ Wait a few seconds. If the telephone continues to ring, disconnect the electrical power for your telephone, and then plug it back in.</li> </ul>
The display panel shows "Wait for NCP."	Your telephone may be disconnected from the system. Hang up your telephone and wait a few seconds. Then pick up the handset. If the message still appears on your telephone display panel, contact your administrator.





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