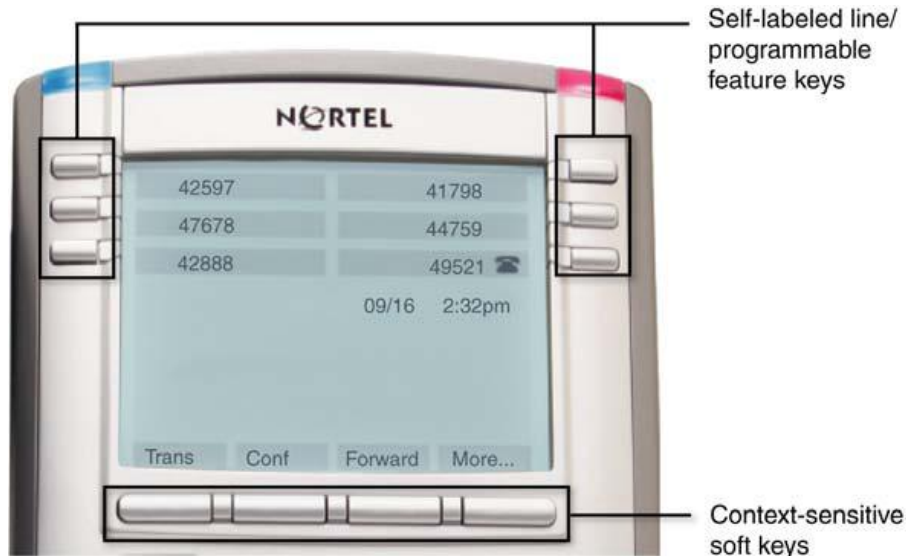


# 1140E IP Phone

Your 1140E brings voice to the desktop by connecting directly to a Local Area Network (LAN) through an Ethernet connection.

In this guide, self-labeled line/programmable feature key labels appear beside the keys, and context-sensitive soft key labels appear directly above the keys. The following shows self-labeled line/programmable feature keys and context-sensitive soft keys.



## Basic features

Your IP Phone 1140E supports the following features:

- six self-labeled line/programmable feature keys with labels and indicators
- four context-sensitive soft keys
- graphical, high-resolution LCD display, backlit, with adjustable contrast
- high-quality speaker phone
- volume control keys for adjusting ringer, speaker, handset, and headset volume
- six specialized feature keys:
  - Quit
  - Directory
  - Message/Inbox
  - Shift/Outbox
  - Services
  - Copy
- six call-processing fixed keys:
  - Mute
  - Handsfree
  - Goodbye

- Expand
- Headset
- Hold

- wireless headset support using a Bluetooth® 1.2 wireless technology compliant Audio Gateway (Headset Profile, Bluetooth Power Class 2).
- Accessory Expansion Module port to connect the Expansion Module for IP Phone 1100 Series (Expansion Module)

## Telephone controls



**Context-sensitive soft keys** are located below the display area. The LCD label above each key changes based on the active feature.

When a triangle appears before a soft key label, the feature is active.

Press the **More** key to access the next layer of context-sensitive soft keys (self-labeled).

The keys on either side of the LCD display area are **self-labeled line/programmable feature keys**, with labels on the LCD. These keys also function as **line (DN)** keys.

A steady LCD light beside a line (DN) key indicates that the line is active. A flashing LCD light indicates the line is on hold or the feature is being programmed

A steady LCD light beside a feature key indicates that the feature is active. A flashing LCD light indicates that the feature is being programmed.

Use the **Volume control** buttons to adjust the volume of the ringer, handset, headset, speaker, and the Handsfree feature. Press the top button to increase the volume, and press the bottom button to decrease the volume.

Press the **Mute** key to listen to the receiving party without transmitting. Press the **Mute** key again to return to two-way conversation. The **Mute** key applies to handsfree, handset, and headset microphones. The Mute LED indicator, located on the **Mute key**, flashes to indicate that the microphone is muted.

Press the **Handsfree** key to activate handsfree. The Handsfree LED indicator, located on the **Handsfree key**, lights to indicate when handsfree is active.

Use the **Navigation** keys to scroll through menus and lists appearing on the LCD display screen. The outer part of this key cluster rocks for up, down, left, and right movements.

Use **Up** and **Down** to scroll up and down in lists, and the **Left** and **Right** keys to position the cursor. In some dialog boxes that appear on your phone, you can also use the **Left** and **Right** keys to select editable fields; press the **Right** key to select the field below the current selection, or the **Left** key to select the one above.

Use the **Enter** key, at the center of the Navigation key cluster, to confirm menu selections. In most menus, you can use the **Enter** key instead of the **Select** soft key.

Press the **Hold** key to put an active call on hold. Tap the flashing line (DN) soft key to return to the caller on hold.

The **Expand** key is not used at this time.

Use the **Goodbye** key to terminate an active call.

When a message is waiting, the red **Visual Alerter/Message Waiting indicator** lights. Also, when the ringer sounds, this indicator flashes.

When your IP Phone 1140E firmware is being updated, the blue **Feature Status Lamp** indicator flashes.

Press the **Copy** Key to copy entries to your Personal Directory from other lists, such as the Caller List and Redial List.

**\*\*\* Press the **Quit/Stop** key to exit an active menu or dialog. Pressing the **Quit/Stop** key does not affect the status of active calls.**

**\*\*\* Press the **Shift/Outbox** key to toggle between two feature key pages and to access an additional six lines/features.**

Press the **Message/Inbox** key to access your voice mailbox if installed on the phone.

Press the **Directory** key to access directory services.

Press the **Services** key and use the navigation keys to access the following items:

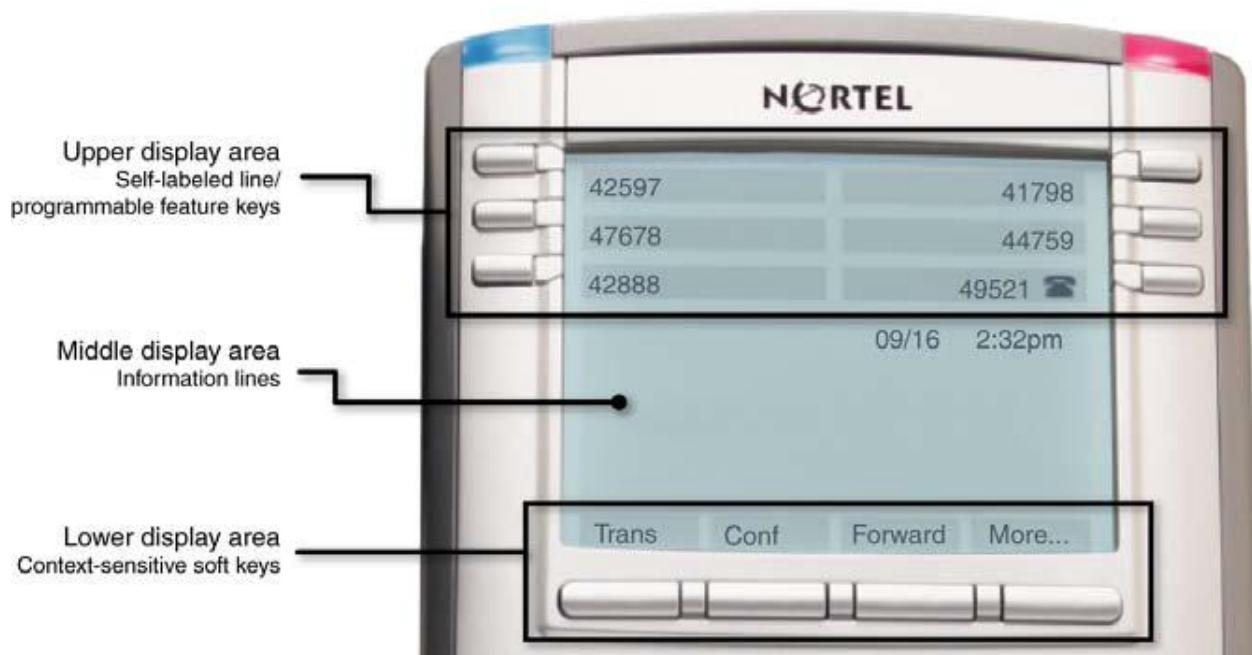
- Telephone Options:
  - Volume adjustment
  - Contrast adjustment
  - Language

- Date/Time
  - Call Log Options
  - Ring type
  - Call Timer
  - Change Feature Key Label
  - Other functions used by the administrator of the phone.
- Password Admin:
    - Station Control Password. The **Password Admin** menu is not available on all phones.

## Telephone Display

Your IP Phone 1140E has three display areas:

- The upper display area provides labels for the six self-labeled line/ programmable feature key labels.
- The middle display area contains single-line information for items such as caller number, caller name, call Timer, feature prompt strings, user-entered digits, date and time information, and IP Phone information.
- The lower display area provides labels for the four context-sensitive soft keys.



## Entering Text or Numbers Using the IP Phone Dialpad

You can use the dialpad to enter text or numbers when you use features such as Personal Directory, Redial List, Callers List and Changing Self-Labeled Keys. Use the dialpad in conjunction with the soft keys.

For example,  
if you want to enter the letter A, press the number **2** key once.  
if you want to enter the letter C, press the number **2** key three times.  
If you want to enter the number 6, press the number 6 key four times. (The numbers show after the letters.)  
No letters are associated with the number 1 or the 0 keys.

## Using the Telephone Options Menu

Use the **Telephone Options** menu to access the following:

- “Adjusting the volume”
- “Adjusting the display screen contrast”
- “Selecting date and time format”
- “Configuring call log options”
- “Choosing a ring type”
- “Changing feature key labels”

**To use the Telephone Options menu:**

1. Press the **Services** key.
2. Press the **Up/Down** navigation keys to scroll and highlight **Telephone Options**.

### Adjusting the volume

To adjust the volume,

1. press the **Services** key and
2. select **Telephone Options**, and select **Volume adjustment...**

**To adjust the volume:**

3. Press the **Enter** key.
4. Press the **Up/Down** navigation keys to scroll and highlight an option (for example, **Language...**).
5. Press the **Enter** key. The display provides information required to adjust your selection.
6. Choose one of the following:
  - Press the **Select** soft key to save changes and return to the **Telephone Options** menu.
  - Press the **Cancel** soft key to keep existing configurations.

1. Press the **Up/Down** navigation keys to scroll and highlight one of the following:

- **Ringer**
- **Handset**
- **Handsfree**
- **Headset**
- **Buzzer**

2. Press the **Enter** key. –or–
3. To increase or decrease the volume, do one of the following:
  - Press the **Down** and **Up** soft keys.
  - Press the **Up/Down** navigation keys.
4. Choose one of the following:
  - Press the **Select** soft key to save the volume level and return to the **Telephone Options** menu.
  - Press the **Cancel** soft key to keep existing configurations.

### Adjusting the display screen contrast

**To adjust the LCD screen contrast:**

1. press the **Services** key,

2. select **Telephone Options**,
3. and select **Contrast adjustment**
4. Press the **Enter** key. -Or-
5. To increase or decrease the volume, do one of the following:
  - Press the **Down** and **Up** soft keys.
  - Press the **Up/Down** navigation keys.
6. Choose one of the following:
  - Press the **Select** soft key to save the volume level and return to the **Telephone Options** menu.

## Selecting date and time format

Several date and time formats are available. Formats are based on the 12-hour and 24-hour clocks. To select the date and time format: press the **Services** key, select **Telephone Options**, and select **Date/Time...**

### To select a date and time format:

1. Press the **Up/Down** navigation keys to scroll and highlight the desired format. Sample formats appear on the upper right side of the display area.

## Configuring call log options

Use the call log option to configure the following preferences:

- “[Configuring the Callers List log](#)” on page 68
- “[Configuring New Call Indication](#)” on page 69
- “[Configuring Preferred Name Match](#)” on page 70
- “[Configuring Area Code Setup](#)” on page 70

### Configuring the Callers List log

You can configure the Callers List to log all incoming calls or only unanswered calls. The default configuration is Log all calls. To log only unanswered calls, press the **Services** key, select **Telephone Options**, and select **Call Log Option**.

### To log only unanswered calls:

1. Press the **Up/Down** navigation keys to scroll and highlight the **Log Mode** option.
2. Press the **Enter** key.
3. Press the **Up/Down** navigation keys to scroll and highlight **Log unanswered calls**.
4. Choose one of the following:
  - Press the **Select** soft key to save the configuration.
  - Press the **Cancel** soft key to keep existing configurations

### Configuring New Call Indication

You can configure your IP Phone 1140E to display a message to indicate that a new incoming call was received. The default configuration is On.

To configure new call indication,

1. Press the **Services** key,
2. Select **Telephone Options**,
3. select **Call Log Option**.

### To configure New Call Indication:

1. Press the **Up/Down** navigation keys to scroll and highlight the **Log Mode** option.

2. Press the **Enter** key.
3. Press the **Up/Down** navigation keys to scroll and highlight **New Call Indication**.
4. Press the **Enter** key.
5. Press the **Up/Down** navigation keys to scroll and highlight one of the following:
  - **New call indication off**
  - **New call indication on**
6. Choose one of the following to end process
  - Press the **Select** soft key to save the configuration.
  - Press the **Cancel** soft key to keep existing configurations.

### Configuring Preferred Name Match

You can configure your IP Phone 1140E to display the name of the caller as defined in your Personal Directory. The default configuration is Off. To configure Preferred Name Match, press the **Services** key, select **Telephone Options**, and select **Call Log Option**.

#### To configure Preferred Name Match:

1. Press the **Up/Down** navigation keys to scroll and highlight **Preferred Name Match**.
2. Press the **Enter** key.
3. Press the **Up/Down** navigation keys to scroll and highlight one of the following:
  - **Preferred name match on**
  - **Preferred name match off**
4. Choose one of the following:
  - Press the **Select** soft key to save the configuration.
  - Press the **Cancel** soft key to keep existing configurations.

### Choosing a ring type

The Ring type... option configures the IP Phone ring tone. To choose a ring type, press the **Services** key, select **Telephone Options**, and select

#### Ring type...

1. Press the **Up/Down** navigation keys to scroll and highlight one of the ring types.
2. Press the **Play** soft key to sample the ring tone.
3. Choose one of the following:
  - Press the **Select** soft key to save the ring type and return to the **Telephone Options** menu.
  - Press the **Stop** soft key and use the **Up/Down** navigation keys to select a different ring type.
  - Press the **Cancel** soft key to keep existing configurations.

### Changing feature key labels

The Change feature key label option renames the label displayed next to each feature key or restores the default labels to the keys (collectively or individually). To rename feature key labels, press the **Services** key, select **Telephone Options**, and select **Change feature key labels**.

**Note:** If a feature key is configured as an auto-dial key, the label does not change if the auto-dial key configuration changes.

**To rename the labels:**

1. Press the **Enter** key.
2. Press the feature key that you are changing. If you press a prime DN key, an error message appears.
3. Enter the new information for the feature key label. To enter special characters, press the **Up** navigation key

You can use the dialpad to enter text or numbers when you use this feature.

For example,

if you want to enter the letter A, press the number **2** key once.

if you want to enter the letter C, press the number **2** key three times.

If you want to enter the number 6, press the number 6 key four times. (The numbers show after the letters.)

No letters are associated with the number 1 or the 0 keys.

4. Choose one of the following:

— Press the **Select** soft key to save the changes and return to the **Telephone Options** menu.

— Press the **Cancel** soft key to keep existing configurations.

**To restore the default labels:**

To restore feature key labels, press the **Services** key, select **Telephone Options**, and select **Change feature key labels**.