Presence Icons

Sign In to Skype for Business
When you sign in to your phone using your Skype for Business login credentials, your phone becomes an extension of your Skype for Business profile.

Press the Sign In soft key
You will be presented with two sign in options:
1. User Credentials
2. Web Sign In

User Credentials
Select User Credentials
Complete the following fields:
1. Sign in Address (e.g. david.jones@telstra.com)
2. Domain (e.g. @telstra.com)
3. User (e.g. david.jones)
4. Password

Press the Sign In soft key
You will now be prompted to enter a Lock Code of choice (6-15 numbers).
1. Press Next
2. Re-enter Lock Code
3. Press Next

Web Sign In
Press the Web Sign in soft key
You will be prompted to sign into the following Web Browser from your PC:
https://aka.ms/sphone
Your phone will also display a random code which is required for the web setup.
1. From your computer, enter the URL
2. Enter your email address
3. Click Verify Email
4. Enter User Password
5. Click Sign In

From the Device login page:
1. Enter the random code
2. Click Continue

Any contacts you have saved in Skype for Business Favorites will also display on the Home screen along with their presence icon.

To add Contacts as Favorite
In the Skype for Business client on your computer, right-click on a contact and click Add to Favorites.

Add Contacts
You can add your Skype for Business contacts to a Contacts list on your phone:
1. Press Contacts > Add
2. Enter your contact’s email address and press Submit
Update your Presence Status
Your presence status information displays your availability and activity to your contacts. Your presence automatically updates when you are actively using your phone or when you change your presence from within Skype for Business.
To update your presence status from your phone
Press **My Stat** soft key and select your desired status
You can change your status to Available from any other status by selecting **Reset Status**

Call a Skype for Business Contact
1. Press a **Favorite Contacts’** line button from the Home screen to initiate dialling, or Press **Contacts** to view contact list
2. Select a contact
3. Press **Dial** soft key

Blind Transfer to a Skype for Business contact
1. While on an active call press **Transfer**
2. Press **More**
3. Press **Contacts**
4. Select the contact and then press **Dial**
The call will be transferred

Consult Transfer to a Skype for Business contact
1. While on an active call press **Transfer**
2. Press **More**
3. Select **Consult**
4. Press **Contacts**
5. Select the contact and then press **Dial**

Forward Calls
You can forward your incoming calls to another contact or to your voicemail
To forward incoming calls to a contact:
1. Press **Forward** soft key or the **Home** button followed by the **Forward icon**
2. Select **Forward to a Contact**
3. Enter the contact number or select the contact from Contacts list
4. Press **Forward**

6. When the contact answers, announce the call, then press **Transfer**

Initiate a Conference Call
You can initiate a Skype for Business conference call with Skype for Business contacts or a Skype for Business Contact Group from your phone
1. Press **Meet Now** soft key (Connecting to Conference)
2. Press **Invite**
3. Select a contact or enter the contacts number
4. Press **Dial**
5. Press **Invite** to add additional contacts
To initiate a conference call with a Skype for Business Group:
1. Press **Contacts** > **Groups**
2. Select a group and press **Dial**

Directories
Directories on your phone contains internal phone directories and Skype for Business directories
To search for a contact in Skype for Business contact list:
1. From the Home screen, press the **Home** button
2. Press **Directories**
3. Press **Skype for Business Directory**
4. Start typing the contacts name in the search field
Matches will appear as you type
A Presence icon will be displayed next to your contact
5. Press **Dial** to call the contact
6. Press **View** to view the contacts full user name

Use Delegates feature
The Delegates feature enables you to assign delegates to manage your calls, set distinct ringtones for boss calls, and interact with assigned lines
To assign delegates:
1. From your Skype for Business client, click **Tools > Options > Call Forwarding**
2. Click **Simultaneous Ring > My Delegates** and add contacts as delegates for your line

To view a list of delegates on your phone:
1. Press **Contacts > Groups > Delegates**
To view a list of bosses on your phone:
1. Press **Contacts > Groups > People I Manage Calls For**
To respond to incoming Boss calls, do one of the following:
• Press **Answer**
• Press **Dismiss**, or
• Press **Boss VM**

Lock
To lock your screen:
1. Press the **Lock** soft key
Your screen is now locked. You will need to enter your lock code to unlock

Sign Out
To sign out of Skype for Business, from your handset:
1. Tap the **Sign Out** soft key
2. When prompted **Are you sure?**, tap **Yes**