Presence Icons

Sign In to Skype for Business
When you sign in to your phone using your Skype for Business log in 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 ID**
2. **Web Sign in**
(You will also have the option of signing in via the PC)

**User ID**
Tap **User ID**
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 **Sign In**
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 **Web Sign in**
You will be prompted to sign into the following Web Browser from your PC: [https://aka.ms/sphone](https://aka.ms/sphone)
Your phone will also display a random code which is required for the web set up.
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
Press My Status 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. Tap a user from the Home screen to initiate dialling, or
Press Contacts to view contact list
2. Press Search to search for a contact
3. Press Dial

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
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 (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 tap 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 Forward icon
2. Select Forward to a Contact
3. Enter the contact number or select the contact from Contacts list
4. Press Forward

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. Select Directories
3. Select 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 each 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. Press the Sign Out soft key
2. When prompted Are you sure?, tap Yes

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:
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