



Sign into Skype for Business

You can sign into your Skype for Business account on your phone.

To sign into Skype for Business:

- 1 Press the **Sign In** soft key or navigate to **Settings > Features > Skype**.
- 2 Select one of the following sign in options:
 - **User ID**
 - **PIN**
 - **Via PC or Paired Lync Client**
 - **Web Sign In**
- 3 Complete the required sign-in fields or follow the onscreen prompts.

To sign out of Skype for Business:

- » Press the **Sign Out** soft key.

Increase the number of favorites displayed

You can change the number of favorites displayed on your home screen from 7 to 11

To increase the number of favorites displayed:

- 1 Press **Home > Settings > Basic > Preferences > Idle Screen Settings 2 Column > Change to 3**
- 3 Press **Save**
- 4 At the warning screen, press **Yes** to confirm and your phone will restart.

Adding Favorites

When you add contacts as favorites in a Skype for Business client, those favorites display on the Home screen on the phone.

Add a Contact

Add Skype for Business contacts to the Contacts list on your phone.

To add contacts to your phone:

- 1 Press **Contacts > Add**.
- 2 Enter your contact's email address and press **Submit**.

View a Contact's Information

You can view a contact's name, presence status, organization, work number, mobile number, and voicemail.

To view a contact's information:

- » Press **Contacts**, select a contact, and press **Info**

Update Your Presence Status

Your presence status information automatically updates when you are actively using your phone or it's inactive. You can also update your presence status at any time.

To update your presence status:

- » Press **My Status** and select your desired status.

You can change your status to Available from any other status by selecting **Reset**.

Initiate a Conference Call

Initiate a Skype for Business conference call with Skype for Business contacts or a group of contacts from your phone.

To initiate a conference call:

- 1 Press **Meet Now > Invite**.
- 2 Select a contact and press **Dial**.
- 3 Press **Invite** to add additional contacts.

To initiate a conference call with a group:

- 1 Press **Contacts > Groups**.
- 2 Select a group and press **Dial All**.

Transfer a call

You can transfer a call within the Skype for Business client or to a contact on your phone.

To blind transfer a call within the Skype for Business client:

- 1 Click **Transfer**
- 2 Choose a contact
- 3 Click **Transfer**

To perform a consultative transfer within the Skype for Business client:

- 1 Start a second call to the person to whom you would like to transfer the call. (The initial call is automatically put on hold)
- 2 Click the **telephone icon** in the bottom right corner of the window and then click **Transfer**
- 3 Click the contact name from the initial call
- 4 Click **Transfer** again to complete the transfer

Choose a Default Transfer Type on your phone:

- 1 Navigate to **Settings > Basic > Preferences > Default Transfer Type**
- 2 On the Default Transfer Type screen, choose a transfer type. The selected transfer type is used for all calls.

To Transfer a call on your phone:

- 1 During a call, do one of the following
 - » Press **Transfer** to use the default transfer type.



» Press and hold **Transfer** to use the non-default transfer type. For example, if **Blind** is the default, press and hold **Transfer** to perform a Consultative transfer.

» Press **Transfer > More**, and select **Blind** or **Consultative**.

2 Dial a number or choose a contact from the call list or directory. If the transfer type is set to **Blind**,

the call is transferred immediately.

3 If the transfer type is set to **Consultative**, press **Transfer** after speaking with your contact.

Forward a Call

Forward your incoming calls to another contact or to your voicemail.

To forward incoming calls to a contact:

- 1 Press **Forward > Forward to Contact**.
- 2 Enter your contact's number and press **OK**, or press **Contacts**, choose a contact, and press **Forward**.

To forward incoming calls to voicemail:

- » Press **Forward > Forward to Voicemail**.

Enable and Disable Do Not Disturb

You can enable DND to prevent your phone from ringing and to send all incoming calls directly to voicemail.

All calls you receive while DND is enabled are logged in your Recent Calls list.

Enabling DND on shared lines disables ringing only. A visual notification of the call still displays, and you have the option to answer or ignore the call.

- » Select **DND**

Use the Directory

You can search, call, and save contacts in the Skype for Business Directory on your phone.

To search the directory:

- 1 Select **Directories > Skype for Business Directory**.
- 2 Enter your contact's first or last name. The phone automatically displays search results.

To call contacts from the directory:

- » After you find your contact, press **Dial**.


To save a contact from the directory:

- » After you find your contact, press **Add to Contacts**.

Assign delegates

You can assign delegates to manage your calls, set distinct ring tones for boss calls, and interact with assigned lines.

To assign delegates:

- 1 In your Skype for Business client, click  and 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:

- » Press **Contacts > Groups > Delegates**.


To view a list of bosses on your phone:

- » Press **Contacts > Groups > People I Manage Calls For**.

Use Better Together Over Ethernet (BToE)

BToE enables you to answer, place, pause, and

resume calls on your phone and in the Skype for Business client.

Calls display on your phone and in the Skype for Business client, and the PC audio icon  displays next to the call on your phone.

To answer an incoming call:

- » Press **Answer** on your phone or click **Answer** in the Skype for Business client.

Calls placed in the Skype for Business client are also placed on the phone.

To place a call from the Skype for Business client:

- » Right-click a contact and click **Call**.

Pausing audio on your phone pauses the audio on the phone but not in the Skype for Business client.

Pausing video on your phone pauses the video in the Skype for Business client, but not on the phone.

To pause an audio or video call:


- » Press **Pause** on your phone.

To resume a paused call:

- » Press **Resume** on your phone, or click **Resume Call** in your client.

You can move the call audio between your phone and your computer.

To move call audio between the computer and phone:

- 1 In the Skype for Business client, click .
- 2 Click **Devices** and do one of the following:
 - Click **Handset** to move call audio to your phone.
 - Click **PC Mic and Speakers** to move call audio to your computer.