

4620 SW IP Telephone Label Guide

Entering Data on Speed Dial Screens

If you are unfamiliar with entering data using a telephone dialpad or using softkeys for editing functions, review this section before adding or updating a Speed Dial button.



Entering Characters Using the Dialpad

Use the dialpad keys 0 through 9, * and # to enter characters in a **Name** or **Number** field.


To select a field, press the Line/Feature button on either side of the field to which you want to move.

When entering a Name, the first press of a dialpad key displays the first alphabetic character associated with that key to the right of the current cursor position; this character is shown in upper case and the cursor does not move. A subsequent press of the same key replaces the character shown with the next alphabetic character assigned to that key (still in upper case), or the number assigned to that key, if all three alphabetic characters have been displayed.

For example, pressing the "2" on your dialpad displays the letter "A." Pressing the 2 key again replaces the A with a "B," pressing it again replaces the B with a "C" and pressing it again replaces the C with a "2;" pressing it again redisplay the letter "A," and so on. Pressing a different key moves the cursor one position to the right and displays the first alphabetic character associated with that key (all letters after the first display by default in lower case). Repeat this key press/entry

process to enter the rest of the party's name. And, you may use the Left Arrow () and Right Arrow () softkeys to move the cursor to the left or right, respectively.

When entering a telephone number in the **Number** field, your IP Telephone recognizes a key press as a numeral (or typographic character such as * or #) and automatically moves the cursor to the right.

Note: You can enter text while on a call, however, you automatically exit text entry mode if you go off-hook (either via the headset/handset or by a fixed button like **Transfer**), or if you cause another screen to display (for example, by pressing **Save** or **Cancel**, or pressing the  button).

Editing During or After Entry

Editing commands display below the **Number** field, next to certain Line/Feature buttons. The commands and their actions are:

Clear - Remove all characters from the field in which the cursor currently resides.

Case - Change the character to the left of the cursor from lower case to upper case or vice versa, depending upon its original case. Note that when entering a name, the first character entered is initially displayed in upper case, with subsequent characters initially displayed in lower case letters.

Backspace - Delete the character to the immediate left of the cursor.

Apostrophe - Insert an apostrophe at the cursor position.

Comma - Insert a comma at the cursor position. In a **Number** field, a comma creates a short pause when the telephone automatically dials that number

Hyphen - Insert a hyphen at the cursor position.

Space - Insert a blank space at the cursor position.

Note: Some of the above commands, such as **Case**, appear only when there is data in the field in which the cursor is positioned.

Pressing one of these buttons causes the respective action to be taken at the current cursor position. For example, in entering the name "D'Aleo," pressing the Line/Feature button labeled **Apostrophe** after entering the letter "D" inserts an apostrophe following that letter.

Name Entry Example

To add a Speed Dial button for Tom Brown, you would typically press the following dialpad number button/Right Arrow softkey in sequence:

1. 8 (T) 666 (o) (Right Arrow softkey to move the cursor one space to the right) 6 (m) 22 (b) 777 (r) 666 (o) 9 (w) 66 (n)

But after entering the above sequence, the display shows: **Tombrown.**

By incorporating the editing Line/Feature buttons during entry, your actual key press sequence

should be: 8 (T) 666 (o) (Right Arrow softkey to move the cursor one space to the right) 6 (m) Line/Feature Button 12 (Space) 22 (b) Line/Feature Button 5 (Case; changes the "B" from lower to upper case) 777 (r) 666 (o) 9 (w) 66 (n)

To restore a single Feature button to its default label:

1. From the second Options Main screen, select **Feature Button Labeling**.
 - The Feature Button Labeling Options screen is displayed.

Note: If you have more Feature buttons than can fit on the display screen, the Paging Indicators display in the softkey area and the options screen indicates the current page number displayed.

2. Select **Relabel feature buttons**.
 - The Feature Button Relabeling screen is displayed.

Note: Call appearance (Line) buttons are locked to prevent alteration; other standard Feature buttons may also be locked. As notification that you cannot change a locked button, an error beep tone sounds when you select that button.

3. Press the Feature button for which you want to restore the default label.
 - The Feature Button Label Editing screen is displayed.
4. Select **Clear** to remove the label you previously defined.
5. **If you want to save your modified labels**, select **Save**.
 - The new labels are saved.
 - The Feature Button Labeling screen is redisplayed.

If you want to return to the Feature Button Labeling screen without changing the Feature button labels, select **Cancel**.

- No change is made.
- The Feature Button Labeling screen is redisplayed.

To relabel a Feature button:

1. From the second Options Main screen, select **Feature Button Labeling**.
 - The Feature Button Labeling Options screen is displayed.

Note: If you have more Feature buttons than can fit on the display screen, the Paging Indicators display in the softkey area and the options screen indicates the current page number displayed.

2. Select **Relabel feature buttons**.
 - The Feature Button Relabeling screen is displayed.

Note: Call appearance (Line) buttons are locked to prevent alteration; other standard Feature buttons may also be locked. As notification that you cannot change a locked button, an error beep tone sounds when you select that button.

3. Select (press) the Feature button you want to relabel or for which you want to restore the default label.
 - The Feature Button Label Editing screen is displayed.
 - For reference, the current label appears next to the first Feature button.
4. Use the dialpad and any applicable Line/Feature buttons to enter the new label (13 or less characters).

Note: If you want to restore the default label to this Feature button, select **Clear**.

5. **If you want to save your modified labels**, select **Save**.
 - The new labels are saved.
 - The Feature Button Labeling screen is redisplayed.

If you want to return to the Feature Button Labeling screen without changing the Feature button labels, select **Cancel**.

- No change is made.
- The Feature Button Labeling screen is redisplayed.

To restore all of the Feature buttons to their default labels:

1. From the second Options Main screen, select **Feature Button Labeling**.
 - The Feature Button Labeling Options screen is displayed.

Note: If you have more Feature buttons than can fit on the display screen, the Paging Indicators display in the softkey area and the options screen indicates the current page number displayed.

2. Select **Restore default labels**.
 - The Restore Default Feature Button Labels screen is displayed.
 - The screen prompts "Restore all Feature Button labels to default settings?" and "Press Default to confirm."
3. **If you want to restore the default labels**, select **Default**.
 - The Feature button labels are restored to their defaults.
 - The Feature Button Labeling Options screen is redisplayed.

If you want to return to the Feature Button Labeling Options screen without changing the button labels, select **Cancel**.

- No changes are made.
- The Feature Button Labeling Options screen is redisplayed.