

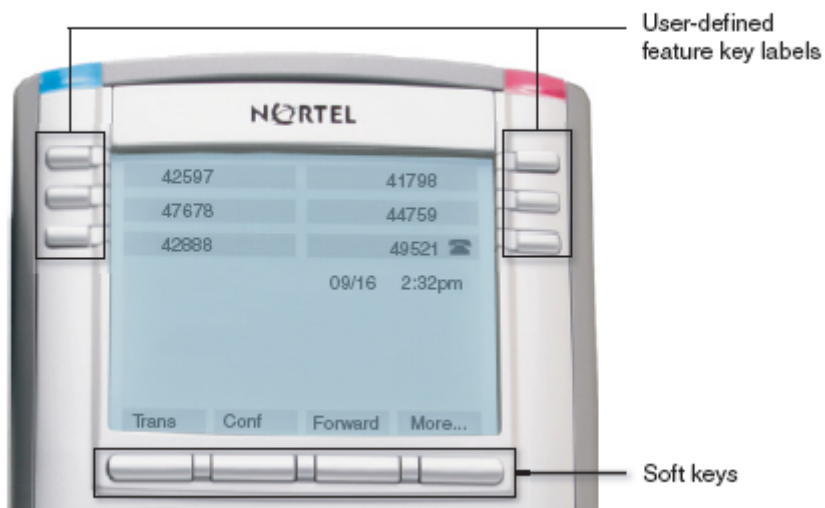
1140e IP Phone

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

In this guide, user-defined feature key labels appear beside the keys, and soft key labels appear directly above the keys. Figure 1 shows user defined feature keys and soft keys.

Basic Features:

Figure 1: User-defined feature keys and soft keys



Your IP Phone 1140E supports the following features:

- Six user-defined feature keys with labels and indicators
- Four soft keys

Note: Some IP Phone 1140E phones are not configured to support Soft key functionality. Consult your system administrator.

- 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 to PC
 - Headset
 - Hold
- gigabit Ethernet ports
- built-in gigabit Ethernet switch for shared PC access
- headset jack with an On/Off key
- USB port to support a keyboard or mouse. Powered downstream 1.1- compliant USB hubs are supported, including USB 2.0 hubs, if they offer USB 1.1 backwards compliancy.
- automatic network configuration
- Graphical XAS
- hearing aid compatibility
- wireless headset support using a Bluetooth® 1.2 wireless technology compliant Audio Gateway (Headset Profile, Bluetooth Power Class 2).

Telephone Controls:

Figure 2: IP Phone 1140E



This section describes the controls on your IP Phone 1140E. In some geographic regions, the IP Phone 1140E is offered with key caps that have English text labels. In this document, text in parentheses indicates the labels that appear on the key caps, for example, (Services).

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 soft keys (self-labeled).



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.



(Handsfree)

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.

Note: In most menus, you can use the Enter key instead of the Select soft key.

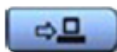


Press the **Hold** key to put an active call on hold. Tap the flashing line (DN) soft key to return to the caller on hold.



(Hold)

Use the **Expand to PC** key to access external server applications



(Expand)

Press the **Headset** key to answer a call using the headset or to switch a call from the handset or handsfree to the headset. The Headset LED indicator, located on the **Headset** key, lights to indicate that the headset is in use.



(Headset)

Press the **Headset** key twice to open the Bluetooth Setup menu.
If Bluetooth wireless technology is not enabled on your phone, this menu is not available.

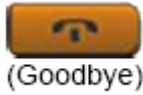


(Headset)



(Headset)

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, Redial List, and Corporate Directory.



Press the [Services](#) key and use the navigation keys to access the following items:

Telephone Options:

- Volume adjustment
- Contrast adjustment
 - Language
 - Date/Time
- Display diagnostics
- Local Dialpad Tone
 - Set Info
 - Diagnostics
- Call Log Options
 - Ring type
 - Call Timer
- On hook default path
- Change Feature Key Label
- Name Display Format

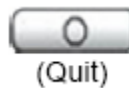
Press the **Services** key to exit from any menu or menu item.

Press the **Services** key twice to access the Local Tools menu, and use the navigation keys to access the following items:

- 1. Preferences
- 2. Local Diagnostics
- 3. Network Configuration
- 4. Lock Menu

Note: If you attempt to access the Local Tools menu and a dialog box appears prompting you for a password, contact your system administrator. Your system administrator can establish a password for the Local Tools menu.

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. This function is not available on all phones; consult your system administrator.



Press the **Message/Inbox** key to access your voice mailbox.



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

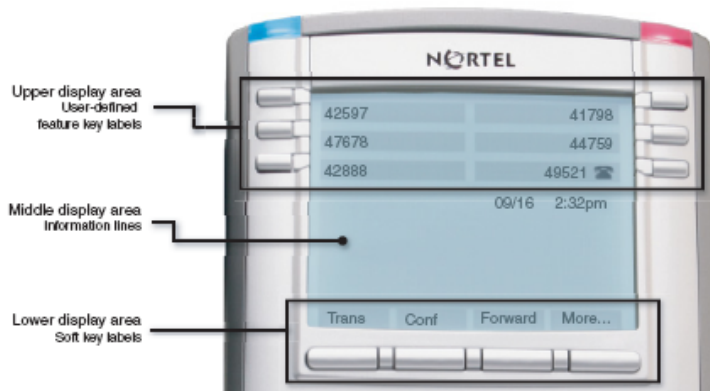


Telephone Display:

Your IP Phone 1140E has three display areas:

- The upper display area provides line and feature key status.
- 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 telephone information.
- The lower display area provides feature soft key label information.

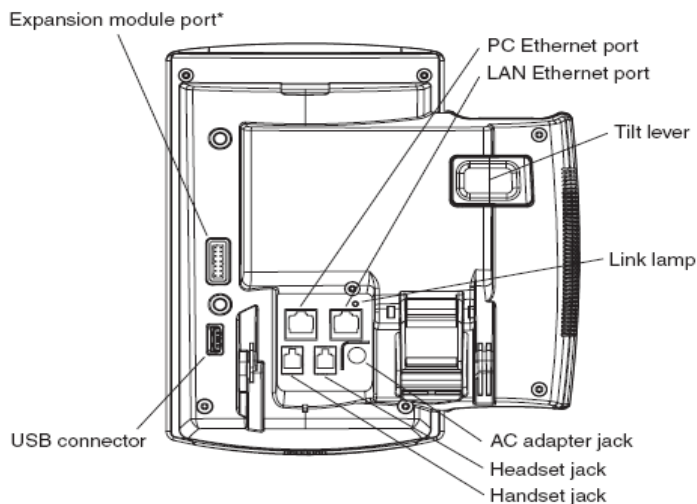
Figure 3: IP Phone 1140E LCD screen



Connecting the Components:

Figure 4 shows connections on the IP Phone 1140E.

Figure 4: IP Phone 1140E connections



WARNING *Ensure that the protective rubber cap on the EM 1100: Expansion Module port is in place when the port is not in use. Connecting anything other than the proper Expansion Module connector to this port can cause damage to the phone.

CAUTION

Damage to Equipment

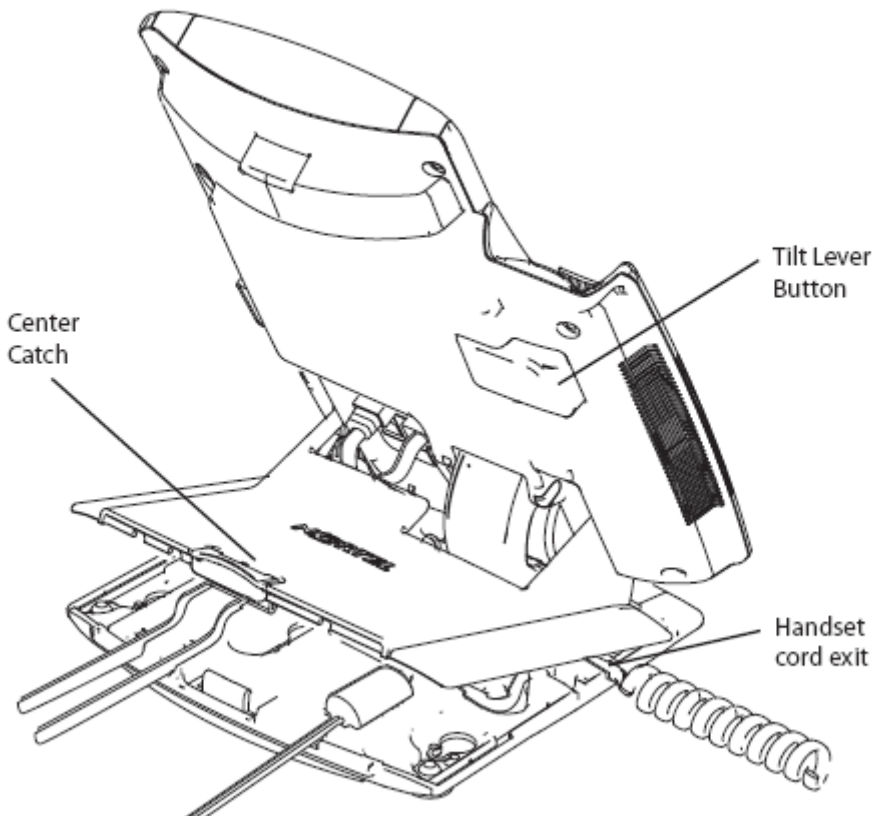
Do not plug your IP Phone 1140E into a regular telephone jack. This results in severe damage to the IP Phone. Consult your system administrator to ensure that you plug your telephone into a 10/100BaseT Ethernet jack.

CAUTION

Your IP Phone 1140E is designed for use in an indoor environment only.

Your IP Phone 1140E is shipped with the base locked in position. To avoid damaging your phone, press the wall-mount lever, located just under the Handsfree key as indicated in Figure 7, to release the base and pull it away from the phone.

Figure 5: Remove the stand cover










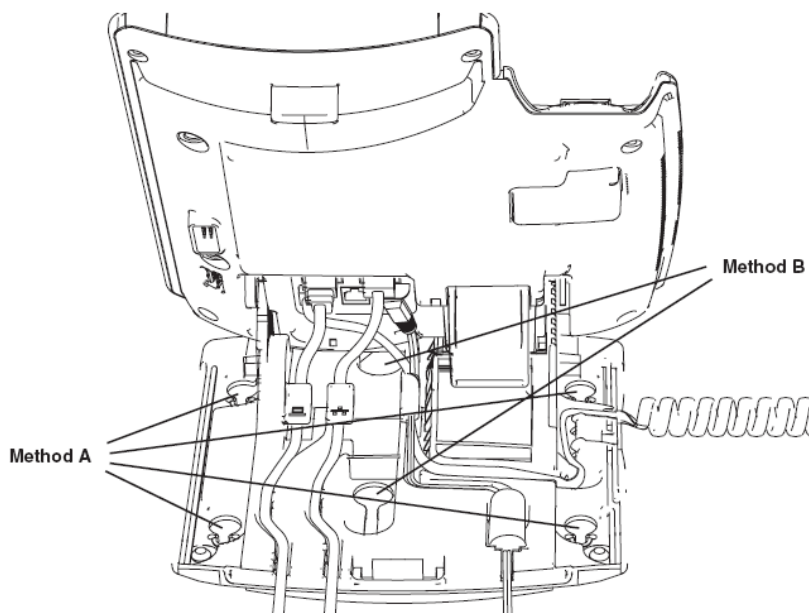
- 1.) Remove the stand cover. Pull upward on the center catch as indicated in Figure 5, and remove the stand cover. The cable routing tracks are now accessible.
- 2.) Connect the AC power adapter (optional). Connect the adapter to the AC adapter jack in the bottom of the phone. Form a small bend in the cable, and then thread the adapter cord through the channels in the stand.
- 3.) Install the handset. Connect the end of the handset cable with the short straight section into the handset. Connect the end of the handset cable with the long straight section to the back of the phone, using the RJ-9 handset jack marked with the symbol . Form a small bend in the cable, and then thread the handset cord through the channels in the stand so that it exits behind the handset on the right side, in the Handset cord exit in the stand base marked with the symbol , as shown in Figure 5.
- 4.) Install the headset (optional). If you are installing a headset, plug the connector into the RJ-9 headset jack marked with the symbol  on the back of the phone, and thread the headset cord along with the handset cord through the channels in the stand, so that the headset cord exits the channel marked with the symbol .
- 5.) 5. Install the Ethernet cable. Connect one end of the supplied Ethernet cable to the back of your phone using the RJ-45 connector marked with the symbol , and thread the network cable through the channel marked with the symbol .
- 6.) 6. Install the Ethernet cable connecting the PC to the phone (optional). If you are connecting your PC Ethernet through the phone, connect one end of the PC Ethernet cable to your phone using the RJ-45 connector marked with the symbol , and thread it through the channel marked with the symbol . Connect the other end to the LAN connector on the back of your PC.
- 7.) Install additional cables. If applicable, plug in optional USB devices. Connect the Ethernet cable to the LAN Ethernet connection. If you are using an AC power adapter, plug the adapter into an AC outlet.

Figure 6: Cable routing tracks and mounting holes



- 8.) Wall-mount your phone (optional). Your IP Phone 1140E can be mounted either by: (method A) using the mounting holes on the bottom of the phone stand, or (method B) using a traditional-style wall-mount box with RJ-45 connector and 15-cm (6-inch) RJ-45 cord (not provided).

Complete steps 1-7, as needed, before you wall-mount your phone:

Method A: Press the wall-mount lever, and pull the phone away from the stand, as shown in Figure 5. Using the stand cover (the part you removed in step 1), mark the wall-mount holes by pressing the bottom of the stand cover firmly against the wall in the location where you wish to install the phone. Four small pins on the bottom of the stand cover make marks on the wall. Use the marks as a guideline for installing the wall-mount screws (not provided). Install the screws so that they protrude 3 mm (1/8 inch) from the wall, and then install the phone stand mounting holes over the screw heads as indicated in Figure 4 (Method A). You may need to remove the phone from the wall to adjust the lower screws. When the lower screws are snug, install the phone on the mounting screws, and then tighten the top screws.

- 9.) Replace the stand cover. Ensure that all cables are neatly routed and press the stand cover into place until you hear a click
- 10.) Put the phone in the wall-mount position (optional). If you wall mounted your phone, put it in the wall-mount position by holding the Tilt Lever and pressing the phone towards the base until the phone is parallel with the base. Release the Tilt Lever and continue to push the phone towards the base until you hear an audible click. Ensure the phone is securely locked in position.

Adjusting the Volume:

To adjust the volume, press the **Services** key and select **Telephone Options**, and select **Volume adjustment...**

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



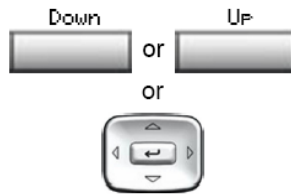
- Ringer
- Handset listen
- Handsfree listen
- Headset listen
- Buzzer

- 2.) Press the **Enter** Key.



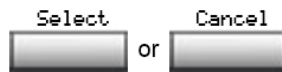
3.) To increase or decrease the volume, do one of the following:

- 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.



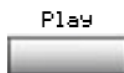
Choosing a Ring Type:

The Ring type... option configures the telephone 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.

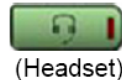


How to pair a wireless headset with your IP Phone:

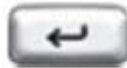
Your IP Phone 1140E is equipped with a radio system to support Bluetooth wireless technology enabled headsets. Double press the **Headset** key to open the Bluetooth Setup dialog box.

- 1.) Double-press the **Headset** key to open the Bluetooth Setup dialog box. The **Enable Bluetooth** check box is highlighted.

If the Bluetooth Setup menu fails to open when you double press the Headset key, Bluetooth wireless technology feature is not enabled on your phone. Contact your administrator.



- 2.) Press the **Enter** key to activate Bluetooth wireless technology. A check mark appears to indicate that the feature is activated. The message "BT Enabled" appears at the bottom of the display.



- 3.) Put your Bluetooth technology headset in its pairing or search mode. The procedure for doing this can be different for each headset. Refer to the documentation that accompanied your headset, or contact the vendor.

- 4.) Search devices.



- a. Ensure that your headset is in Pairing or Search Mode.
- b. Press the Right navigation key twice, and highlight the Search button, displayed next to the Search Devices item.
- c. Press the Enter key.

The message "Searching..." appears. It can take up to two minutes for the search to complete. If the search is successful, the message "Search Completed Found Device(s)" appears, and a list of devices that support Bluetooth wireless technology appears in the Found: list.

Choose one of the following:

— If the search is successful, proceed to step 5.

— If the search is not successful, the message "Search completed. No device found" appears. If this happens, or if the headset times out and exits search/pairing mode, power off the headset, and repeat steps 3 and 4.

If pairing is still unsuccessful, pair the phone to another wireless headset, or contact the headset vendor.

- 5.) When the name of your headset appears in the Found: box, press the Stop soft key or wait for the search to finish. When the search is complete, the message "Search Completed Found Device(s)" appears.



6.) Choose one of the following:



- If the name of your headset appears in the Found: box, proceed to step 7.
- If your headset is not displayed in the Found: box, select your headset from the list, as follows:
 - a.) Press the Right navigation key one or more times to highlight the Found: box. Press the Enter key to start the edit mode.
 - b.) Press the Down navigation key to open the Found: list. Press the Up/ Down navigation keys to scroll and highlight your headset.
 - c.) Press the Enter key to select the headset and close the list. Press the Enter key to exit edit mode.

- 7.) Press the Right navigation key one or more times to highlight the Pair button (next to the Pair Device item) and press the Enter key.



a.) A dialog box appears, with the prompt "Enter PIN#".

b.) Use the telephone dialpad to enter the PIN for the wireless headset and press the Enter key.

Check your headset documentation to find its PIN (sometimes called a passkey). Typically this value is 0000.

8.) Choose one of the following:

- If the headset is successfully paired with your phone, proceed to step 9. To verify that the pairing was successful, ensure that the headset appears in the list next to the Paired: item. If pairing is successful, the message "Pair completed" also appears at the bottom of the screen.
- If the headset is not successfully paired with your phone, an error message appears at the bottom of the screen. If an error message appears:
 - Confirm that the wireless headset is still in search/pair mode.
 - If the headset timed out and exited search/pairing mode, put the headset in pairing mode, as discussed in step 3, and repeat step 7.
 - Check that you are using the correct PIN and repeat step 7.

9.) Choose one of the following:



- If the name of your headset appears in the Paired: box, proceed to step 10.
- If more than one device is paired, and the one you wish to use is not shown in the Paired: box, navigate to the one you want, as follows:
 - a. Press the Right navigation key one or more times to highlight the Paired: box. Press the Enter key to start the edit mode.
 - b. Press the Up/Down navigation keys to open the list. Press the Up/Down navigations key to scroll in the Paired: list and highlight your headset.
 - c. Press the Enter key to select the headset and close the list. Press the Enter key to exit edit mode.

10.) Choose one of the following:



- If only one headset is paired, proceed to step 11.
- If more than one wireless headset is paired, the first headset paired is automatically made the active device. To make a different headset active, do the following.
 - Press the Right navigation key one or more times to highlight the Set button (next to the Set Active Device item).
 - Press the Enter soft key.

The message "Set active: "device name" appears. This means the headset named is now the active headset and is used when you press the headset key.

11.) Press the Exit soft key to exit to the main display. Changes are saved automatically.



Placing a Call on Hold:

Use the Hold feature when you are talking on one line and another call arrives on a second line. To retain the original call, put it on hold and then answer the second call.

Press the **Hold** key. The LCD indicator flashes beside the line on hold.



Note: If **Automatic Hold** is enabled, the active call is automatically put on hold when you answer the second call.

To retrieve a call on Hold:

Press the line (DN) key beside the flashing LCD indicator.



Transferring a Call:

- 1.) Press the **Transfer** soft key. The other party is put on hold and a dial tone sounds. The LCD indicator light flashes steadily.



- 2.) Dial the DN number to which you are transferring the call or use the **Personal Directory**, Redial List, or Callers List to select a number to dial.



- 3.) When that number rings or a person answers, press the **Transfer** soft key to connect the calling party.



- 4.) If the person called is not available, press the line (DN) key [a.k.a. "Extension Key"] (next to the LCD indicator) to reconnect to the original call.



Setting up a Conference Call:

Use the Conference feature to set up a conference call for a maximum of three or six people, including yourself. The maximum number of people the conference feature supports depends on the configuration of your telephone.

- 1.) While on a call, press the **Conference (or) New Call** soft key to place the party on hold. You hear a dial tone.



- 2.) Dial the number of the person you want to add to the conference call. You can talk privately to the person you are adding at this time.



- 3.) Press the **Conference (or) Join** soft key a second time to conference all parties together.

