


2. Press the left or right navigation key to scroll to the preferred **Availability**.
3. Press the **Save** softkey.
The availability state for your phone changes to the selected state.

Specifying Settings For Availability States

1. Press .
2. Enter your voicemail password, and press the **Enter** softkey.
The **User Settings** menu opens.
3. Use navigation keys to scroll to the **Availability** option.
4. With the **Availability** option highlighted, press the **Select** softkey.
5. Use left or right navigation key to select an **Availability** option.
6. Press down arrow key to specify when to forward calls by using the navigation keypad to scroll to and highlight one of the following values:
 - **Always** means that calls received when this availability state is active are always forwarded to the specified destination number. When you select Always, you can also specify the Always destination, which is the number that you want calls forwarded to, or you can accept the default.
 - **No answer** means that calls received when this availability state is active will be forwarded to the specified destination number only when you do not answer your phone or when your phone is unable to accept additional calls. You can also configure the following settings or accept the defaults:
 - **No answer destination.** Specify the number you want calls forwarded to when you do not answer them.
 - **Number of rings** Specify the number of times the phone rings before the call is forwarded.
 - **Busy destination** Specify the number to forward the call to if your extension is busy.
 - **Never** means that calls received when this availability state is active will never be forwarded.
7. For the **Simulring** option, select **On** or **Off** depending on whether you want the phones that you have configured through the Connect client to ring simultaneously with your extension. (However, if you choose to always forward calls to another number, your extension does not ring.)
8. After setting settings, press the **Save** softkey.
The changes are saved and the availability state is set.
9. Press the **Quit** softkey.

Time And Date


On the IP phones, the following time and date sub-settings are available to be configured:

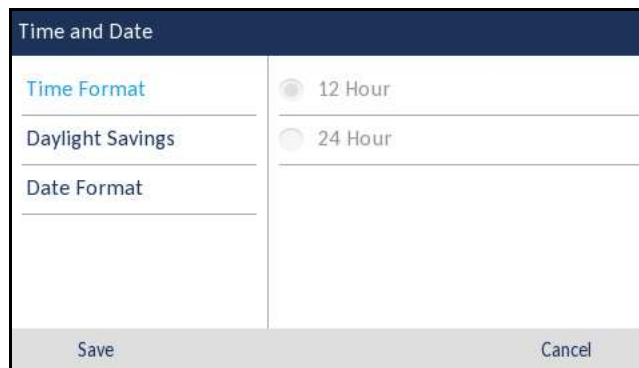
- Settings:
 - Time Format
 - Daylight Savings

- Date Format
- Time Zone

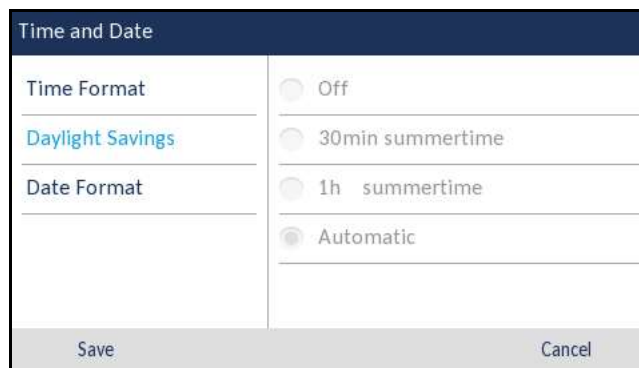
Settings

Configuring The Time Format, Daylight Savings, And Date Format

1. Press .
2. Enter your voicemail password, and press the **Enter** softkey.
The **User Settings** menu opens.
3. Navigate to the **Time and Date > Settings** option and press the select button or press the **Select** softkey.



4. With **Time Format** highlighted press the right navigation key to move to selection column.
5. Use the up and down navigation keys choose the preferred time format. Valid values are 12 Hour (the default) and 24 Hour.
6. Press the left navigation key to move to back to the settings column and press the down navigation key to highlight **Daylight Savings**.



7. With **Daylight Savings** highlighted press the right navigation key to move to selection column.
8. Use the up and down navigation keys to choose the preferred daylight savings setting. Valid values are:
 - Off
 - 30 min summertime

- 1h summertime
 - Automatic (default)
9. Press the left navigation key to move to back to the settings column and press the down navigation key to highlight **Date Format**.




10. With **Date Format** highlighted press the right navigation key to move to selection column.
11. Use the up and down navigation keys to choose the preferred date format. Valid values are:
- WWW MMM DD (default)
 - DD-MMM-YY
 - YYYY-MM-DD
 - DD/MM/YYYY
 - DD/MM/YY
 - DD-MM-YY
 - MM/DD/YY
 - MMM DD
 - DD MMM YYYY
 - WWW DD MMM
 - DD MMM
 - DD.MM.YYYY
12. Press the **Save** softkey to save your changes.

Note: The time and date formats you configure are applicable to the **Home** screen as well as the Received Calls and Outgoing Redial Lists.

Time Zone

Configuring the Time Zone

1. Press .
2. Enter your voicemail password, and press the **Enter** softkey. The **User Settings** menu opens.

3. Navigate to the **Time and Date > Time Zone** option and press the select button or press the **Select** softkey.
A list of time zones displays for different areas of the world.



4. Use the up and down navigation keys to highlight one of the following region:
 - America
 - Asia
 - Atlantic
 - Australia
 - Europe
 - Pacific
 - Others
5. With the preferred region highlighted, move to selection column.
6. Use the up and down navigation keys to choose the time zone that applies to your area. The default time zone is US-Eastern.
7. Press the **Save** softkey to save your changes.

Directory

You can configure directory entries to display using the contact's first name and then last name or vice versa. Moreover, the option to sort contacts using either their first name or last name is available through the *Directory > Settings* menu.

If external Directory sources are configured, you can enable/disable the Mobile Contacts as well as rename Directory folder labels through the *Directory > External Sources* option in the User Settings menu.

Note: For more information about Directory functionality, see [Using The Directory](#) on page 24.

Settings

Configuring Directory Display and Sorting Settings

1. Press .