TEAMS TELEPHONE TIPS

Tip #1 What does the MP54 telephone blinking red light mean?
It just means your telephone is connected to the internet and working.

Tip #2 Activate the MP54 telephone
You will need to activate your MP54 telephone before it will start working.

Plug in a wired keyboard into the USB port in back of the telephone. The front office has a USB port keyboard if you don't. When you plug in the keyboard the telephone will display a log in screen. Key in your MyLSU log on ID and password. This will activate your telephone. You will only need to log into the telephone one time.

Tip #3 What's my telephone number
Each faculty member has a separate individual telephone number. No more shared telephone numbers in instructor offices. Your telephone number is displayed on the telephone home screen. You can also find your telephone number using the "Calls" icon in your Teams computer app.

Tip #4 Speed Dial

Settings

General

Accounts

Call answering rules

Choose how you want to handle incoming calls.
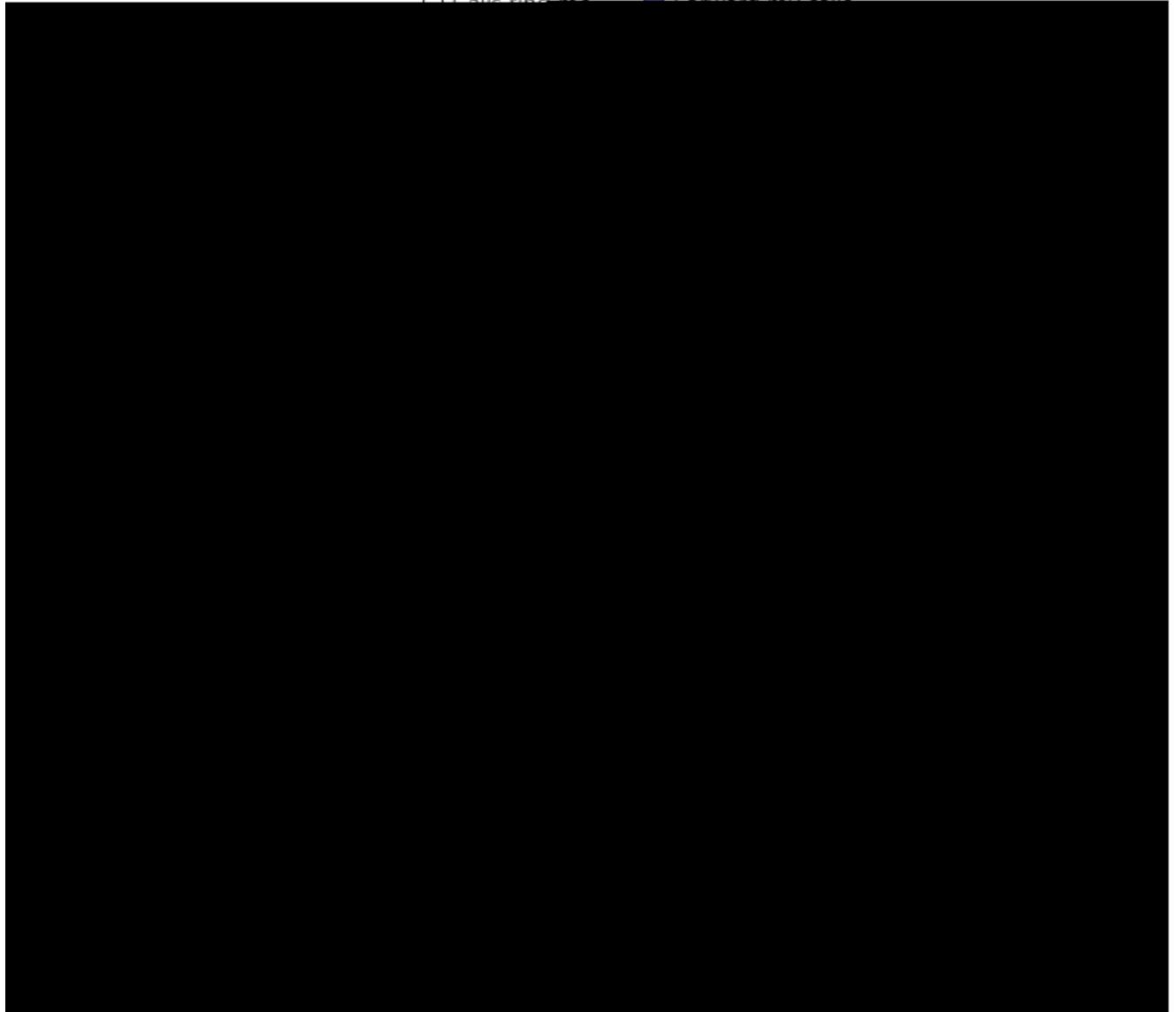
Tip #6 Setting up the Time Zone

The MP54 telephone display default time is set to Eastern Standard Time instead of Central Standard Time. Go to your telephone and tap your picture (or name)in the upper right corner. You will be taken to a set of menu choices. Choose "Settings." Scroll down until you see "Device Settings." Tap Device Settings and you will see "Time & Date." Click on Time and Date and you will be taken to a screen that will allow you to tap "Time Zone" to select Central Standard Time.

Tip #7 Locking the MP54 Telephone

This may be a good idea for instructors in shared offices. The Teams MP54 telephones

over the call and three dots will appear next to the call button. Left click the three dots and a menu will appear. Select "Remove from view" and the call will be removed from your call history on your telephone and in the app. You can also use this same menu to do other things like call back, add to speed dial and add to contacts.

History   All   Voicemail

World Languages, Literatures & Cultures   ...   📞 Call
Outgoing

Call back

Remove from view

Add to speed dial

Add contact