

IP Phone 1140E Quick Reference





*Note: If supported by your server, the Feature Status Lamp provides a user-defined alert. Contact your system administrator to find out if this feature is available for you.



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Making a call

Press the **Handsfree** button, or the **Line** button. Or press **View>Friends**, select an entry, and press **Call**. Or press **Srch** to find an entry in the global address book and press **Call**. Or pick up the handset and:

- Dial the username or number and press the **Send** softkey, or
- Press **Redial**, or
- Dial from the Address Book or Inbox/Outbox as follows:
 - ! Press the **Address Book** or **Inbox** or **Outbox** quick button.
 - ! Use the navigation buttons to scroll to desired entry.
 - ! Press the **Call** softkey to dial.

Conference

1. Press the **NewCall** softkey to place the existing call on hold.
2. Call each party for the conference and repeat Step 1.
3. Press the **Join** softkey.

Redial

1. Press the **Inbox** or **Outbox** quick button (use navigation buttons for details).
2. Select the appropriate **Line** button (if more than one available).
3. Use the navigation buttons to select the Call Log entry.
4. Press the **Call** softkey to call.

Transfer

1. Call the first party.
2. Press the Action key.
3. Select Transfer.
4. Enter the address where you want to send the call or use the quick buttons to select an entry from the address book, inbox, or outbox.
5. Press the Transfer softkey. You are prompted to consult with the called party.
6. Select **Yes** or **No** and follow the prompts to complete the transfer.

Answering a call

- Press the **Handsfree** key, the **Line** key, or pick up the handset.
- Or, press one of the following softkey options:
 - ! **Answer** - Answers the call.
 - ! **Redrct** - Redirects the call to another party or location.
 - ! **Decline** - Rejects the call (you can provide a reason).
 - ! **Ignore** - Call ringing stops (call is handled by the Personal Agent screening instructions).

View menu

Friends - View presence, call friend
Presence - Choose your presence status
Call Subject - Add, edit subjects
Reject Reason - Add, edit reasons
Line Information - View username, domain and feature activation information
Inbox - View, add, remove, call entries
Address book - View, call entries
Outbox - View, add, remove, call entries

Services menu

Stock Query - Set up stock quotes
Send IM - Send an instant message
Call Forward - Forward all calls
Do Not Disturb - Block all calls
User Login - Manually log in
User Logout - Log out
Retrieve Parked Call - Access parked call
Global Search - Search global address book
Program key - Use line buttons for features

Config menu

Volume Setting - Adjust *Ring Pattern*, *Handset*, *Headset*, *Handsfree*, and *Alerting* volume
Contrast Setting - Adjust display contrast
Preferences - *Alpha Dialing*, *IM Display*, *Search Method*, *Ignore Action*, *Dialpad*
Location - Choose location for emergency services
Language Preference - Change language
Time Preferences - Date and time display
Display Version - System information
Reset Phone - Reconnect to server
Switch Controller - Change servers