

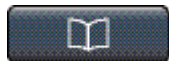
IP Phone 2002 Quick Reference





*The four soft keys under the LCD display also allow you to access many additional features.

IP Phone 2002 Shortcuts



Access your network-based **address book** to add, modify, or call entries.



Access your **inbox** to view all or missed calls, and to place a call.



Access your **outbox** to view all or missed calls, and to place a call.



Access your **presence, global search, stock query, send IM, Do not Disturb, and retrieve parked call features.**

Srch Softkey to search the global address book.

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 **Rdial**, 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 **Call** 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 **Trnsfr** softkey.
3. Enter the destination address or, use the quick buttons to select an entry from the address book, inbox, or outbox.
4. Press the **Trnsfr** softkey. You are prompted to consult with the called party.
5. 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:
 - **Aswer** - Answers the call.
 - **Redrct** - Redirects the call to another party or location.
 - **Dcline** - Rejects the call (you can provide a reason).
 - **Ignre** - 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 - Set 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