

## IP Phone 2004 Quick Reference



## IP Phone 2004 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.



## IP Phone 2004 Quick Reference

### 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