



*Use the four soft keys under the LCD display to access many additional features (as detailed in the IP Phone 2002 User Guide).

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

Access and 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 key.
 - Use the navigation buttons to scroll to desired entry.
 - Press the **Call** softkey to dial.

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.
 - **Dcline** — Rejects the call. You can provide a reason.
 - **Ignre** — Stops call ringing. The call is handled by the Personal Agent screening instructions.

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.

Rdial

1. Press the **Inbox** or **Outbox** quick button (use navigation buttons for details).
2. Select the appropriate **Line** button (if more than one are 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.

View menu

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

Services menu

Stock Query — Set up stock quotes.
Send IM — Send an instant message. Instant messaging can be enabled or disabled. IM is disabled by default.
Call Forward — Forward all calls.
Do Not Disturb — Block all calls.
User Login - Manually log on.
User Logout — Log out.
Retrieve Parked Call — Access a parked call.
Global Search — Search the global address book.
Program key — Use the 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 and Dialpad preferences.
Location — Set location for emergency services.
Language Preference — Change language.
Time Preferences — Date and time display preferences.
Display Version — System information.
Reset Phone — Reconnect to server.
Switch Controller — Change servers.



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