## The i2002 Internet Telephone

### Quick Reference Card

<table>
<thead>
<tr>
<th>Telephone Button</th>
<th>Feature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Volume</strong> Control the volume of handset.</td>
</tr>
<tr>
<td></td>
<td><strong>Goodbye</strong> Terminate active call.</td>
</tr>
<tr>
<td></td>
<td><strong>Headset</strong> Answer call on headset.</td>
</tr>
<tr>
<td></td>
<td><strong>Line</strong> Line indicator solid active flashing on hold.</td>
</tr>
<tr>
<td></td>
<td><strong>Hold</strong> Place active call on hold.</td>
</tr>
<tr>
<td></td>
<td><strong>Handsfree</strong> Activate hands free.</td>
</tr>
<tr>
<td></td>
<td><strong>Mute</strong> You can hear but cannot be heard.</td>
</tr>
<tr>
<td></td>
<td><strong>Navigation keys</strong> for scrolling through menus.</td>
</tr>
<tr>
<td></td>
<td><strong>Quit</strong> Ends telephone application but does not end call.</td>
</tr>
<tr>
<td></td>
<td><strong>Services</strong> Access and modify telephone options.</td>
</tr>
<tr>
<td></td>
<td><strong>Message</strong> Access voice messages.</td>
</tr>
<tr>
<td></td>
<td><strong>Directory/LOG</strong> Access your personal directory.</td>
</tr>
<tr>
<td></td>
<td><strong>Expand</strong> Reserved for future development.</td>
</tr>
<tr>
<td></td>
<td><strong>Shift</strong> Access second layer programs.</td>
</tr>
</tbody>
</table>
### To make a call

1. Do one of the following:
   a. Press the Line (DN) key.
   b. Lift the Handset.
   c. Press the Handsfree key.
   d. If a Headset is connected, press the Headset key.
2. Dial the number. *(9 for an outside call)*

### Using your Headset or Handsfree Keys

1. Press the green Handsfree or Headset key, or press a Line key then press the Handsfree or Headset key to select another line.
2. Enter the phone number.
3. Press **GOODBYE** to end the call.

### To place a call on hold

- Press the **Hold** key. The LCD indicator flashes beside the line on hold.

### To retrieve a call on hold

- Press the Line (DN) key beside the flashing LCD indicator.

### To answer an incoming call while on another call

1. When the incoming call tone sounds, press the **Hold** key to put a current call on hold.
2. Press the **Call Waiting** key.

### To return to the first telephone call

1. Choose one of the following:
   a. Press the **Hold** key to put the second call on hold.
   b. Press the **Goodbye** key to end the second call.

### To set up a 6 way conference call

1. While on a call, press the **Conference** key to place the party on hold. You receive dial tone.
2. Dial the number of the person you want to add to the conference call. You can talk privately to the person you are adding at this time.
3. Press the **Conference** key a second time to conference all parties together.
4. If necessary, repeat the procedure until up to six people are in the conference.

### To answer a call

1. Choose one of the following:
   a. Lift the **Handset**.
   b. Press the **Handsfree** button located on the left side of the handset.
   c. Press the Line (DN) key beside the LCD indicator as it flashes.

### To forward your calls or change the forward number

1. Press the **CFWD** key.
2. Dial the DN where you want to forward your calls.
3. Press the **CFWD** key.

### To Quit Call Forward

- Press the **CFWD** key.

### To reinstate Call Forward to the same number

- Press the **CFWD** key twice.

### To Transfer a Call:

1. Press the **Transfer** key. The other party is on hold and a dial tone sounds. The LCD indicator light flashes steadily.
2. Dial the DN number to which the call is transferred.
3. When that extension rings or a person answers, press the **Transfer** key.
4. If necessary, repeat the procedure until up to six people are in the conference.

### To go back to the original call, if the transfer is incomplete:

- If the person called is not available, press the **Line (DN)** key (next to the LCD indicator) to reconnect to the original call.

### To use Auto Dial:

1. Lift the **Handset**.
2. Selecting an associated **Auto Dial** key from the upper display area, press to dial the number.

### To display Auto Dial number:

- Press the **Display** key.
- Selecting from the upper display area, press the configured **Auto Dial** key.

### To store an Auto Dial number:

1. Without lifting the handset, press the appropriate **Auto Dial** key.
2. Dial the telephone number (including access code) to be stored on the selected **Auto Dial** key.
3. Press the **Auto Dial** key a second time to store the number on the selected key (stored number is displayed).

### To use Last Number Redial:

Choose one of the following

1. To redial using the Handset:
   a. Lift the **Handset**.
   b. Press the **Line** (DN) key.
   c. Without lifting the **Handset**, press the **Line** (DN) key twice (the last number dialed is automatically redialed).

### To place a call on hold:

- Press the **Hold** key. The LCD indicator flashes beside the line on hold.

### To retrieve a call on hold:

- Press the Line (DN) key beside the flashing LCD indicator.

### To answer an incoming call while on another call:

1. When the incoming call tone sounds, press the **Hold** key to put a current call on hold.
2. Press the **Call Waiting** key.

### To return to the first telephone call:

1. Choose one of the following:
   a. Press the **Hold** key to put the second call on hold.
   b. Press the **Goodbye** key to end the second call.

### To transfer a call:

1. Press the **Transfer** key. The other party is on hold and a dial tone sounds. The LCD indicator light flashes steadily.
2. Dial the DN number to which the call is transferred.
3. When that extension rings or a person answers, press the **Transfer** key.
4. If necessary, repeat the procedure until up to six people are in the conference.

### To go back to the original call, if the transfer is incomplete:

- If the person called is not available, press the **Line (DN)** key (next to the LCD indicator) to reconnect to the original call.

### To use Last Number Redial:

Choose one of the following

1. To redial using the Handset:
   a. Lift the **Handset**.
   b. Press the **Line** (DN) key.
   c. Without lifting the **Handset**, press the **Line** (DN) key twice (the last number dialed is automatically redialed).

### To answer a call:

1. Choose one of the following:
   a. Lift the **Handset**.
   b. Press the **Handsfree** button located on the left side of the handset.
   c. Press the **Line** (DN) key beside the LCD indicator as it flashes.