## The i2004 Internet Telephone

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#### Quick Reference Card

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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 Handset button located on the left side of the handset.
   c. Press the Line (DN) key beside the LCD indicator as it flashes.

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.

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 mute a Handsfree call:
1. Press the Mute key. The LED indicator flashes.
2. Press the Mute key again to return to a two-way handsfree conversation.

Pre-dialling with your Handset
1. Enter the phone number (no dial tone will be heard).
2. Lift the Handset to make a call using the primary line or press a Line key and lift the Handset to select another line.
3. Replace the Handset to end the call (or press GOODBYE).

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:
1. Press the Display key.
2. 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.
2. Without lifting the Handset, press the Line (DN) key twice (the last number dialled is automatically redialled).

To forward your calls or change the forward number:
When your phone is idle
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 answer a call in your own Call Pickup group:
1. Lift the Handset.
2. Press the Pickup key,

The incoming call in the pickup group will be routed to your line.

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)

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.

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:
1. Press the Display key.
2. 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.
2. Without lifting the Handset, press the Line (DN) key twice (the last number dialled is automatically redialled).