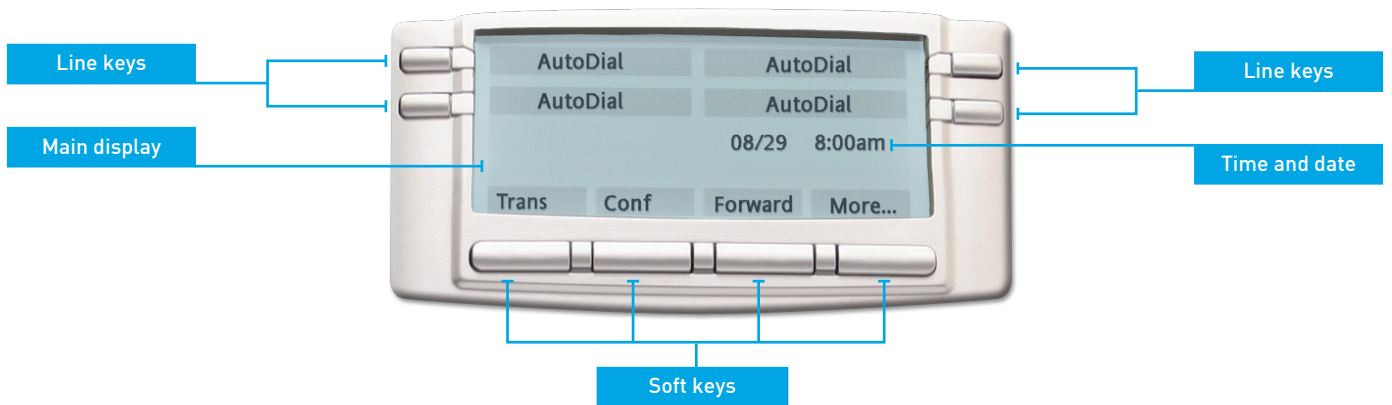
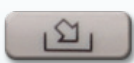


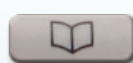
IP Phone 1120E / 1140E Quick Reference



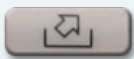
IP Phone 1120E shortcuts



Access your Inbox to view all received or missed calls, and to place a call



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



Access your Outbox to view and redial previously called numbers



Access your Presence, Global Search, Friends, Do not Disturb & Call Pickup features

The image above depicts the 1120E but the functionality shown applies equally to the 1140E

Making a Call

- Press the handsfree button or registered line key or pickup the handset, dial the number then press the **Send** soft key.
- Select an entry from the Address book, Inbox or Outbox then press the **Call** soft key
- Select the **Srch** soft key and search the Global Address book by name, then press the **Call** soft key

Ending a Call

Press the Goodbye key or replace the handset on the receiver.

Only the active call is ended. If a previous caller is on hold then press the line key or Hold key to recover the call.

Making a Conference Call

1. While on a call press the **Call / New Call** soft key (the caller is placed on hold)
2. Enter the number of the new participant and press **Send** or select an entry from the Inbox, Outbox or Address book
3. When the new party answers the call press the **Join** soft key to connect both calls together

Service Menu

The following options can be accessed via the Services key

- Call Forward – Forward all calls to another number
- Do Not Disturb (DND) – select this option to block all calls to your IP Phone
- User login/login out – allows a user to manually register or remove themselves from the IP Phone. Use the **abc/123** soft key to change between alpha and numeric characters.
- Global Search – search for users in the global address book
- Program Key – Allows unused line keys to be used as Speed Dials, Call Forwarding or Do Not Disturb soft keys

Config Menu

The following options can be accessed by selecting the **Config** soft key:

- Volume Setting – adjust Ring Pattern, Handset, Headset and Alerting volume
- Contrast Setting- adjust the display contrast
- Preferences – adjust various system preferences
- Language Preference – change the menu language
- Time Preferences – adjust how the time and date is displayed
- Display Version – displays technical information including firmware version and IP address
- Reset Phone – Resets the phone and the connection to the server

Answering a Call

Press the handsfree button, the line key or pickup the handset. Alternatively select one of the following soft keys:

- Answer – answers the call handsfree
- Redrct – sends the call to another number
- Decline – Rejects the call (you can provide a reason)
- Ignore – Stops the call ringing (the call is then handled as per rules configured with the Personal Agent)

Accessing Messages

Press the handsfree button, a line key or pickup the handset and then press the **VMail** soft key. You may also be required to enter a mailbox number and/or PIN for security.

Making a Blind Transfer

1. While on a call press the **Action** soft key and select Transfer (the caller is placed on hold)
2. Enter the number of the recipient and press **Send** or select an entry from the Inbox, Outbox or Address book
3. The display prompts you to select whether you want to consult with the called party – press the **No** soft key
4. The display confirms if the transfer is complete or fails. If the transfer fails press the **Line** key to recover the original call

Making a Consult Transfer

1. While on a call press the **Action** soft key and select Transfer (the caller is placed on hold)
2. Enter the number of the recipient and press **Send** or select an entry from the Inbox, Outbox or Address book
3. The display prompts you to select whether you want to consult with the called party – press the **Yes** soft key
4. Consult with the recipient and then press **Trnsfr** soft key to complete the transfer or the **Cancel** soft key to disconnect and return to the original call
5. If the transfer fails press the **Line** key to recover the original call

View Menu

The following options can be accessed by selecting the **View** soft key:

- Friends – shows a list of frequently called contacts which is maintained using the Personal Agent
- Presence – change your presence status to Connected or Unavailable
- Call Subjects – Add new subjects to let the person you are calling know the reason for the call
- Reject Reason – Add new reasons that tells the caller why you cannot answer
- Line Information – Provides information about the user logged into the phone
- Alternative way to access Inbox, Outbox and Address Book