The four soft keys under the LCD display also allow you to access many additional features (as detailed in the i2002 Internet Telephone User Guide).

**i2002 Internet Telephone 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.

**DND**

Softkey for the **Do not Disturb** feature – stops all calls from ringing on a line.
### Making a call

Press the **Handsfree** button, the **Line** button, Press **View>Friends**, select an entry, 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 Directory 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.

### 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** - Allows you to redirect the call to another party or location.
  - **Dcline** - Rejects the call (will allow you to provide a reason).
  - **Ignre** - Call ringing stops (call is handled by the SIP Personal Agent screening instructions).

### Conference

- Call the first party.
- Press the **Call** softkey to place the existing call on hold.
- Repeat the first 2 steps for the additional persons to add to the conference.
- Press the **Join** softkey.

### Redial

- Press the **Inbox** or **Outbox** quick button (use navigation button for details)
- Select the appropriate **Line** button (if more than one available).
- Use the navigation keys to select the Call Log entry.
- Press the **Call** softkey to call.

### Transfer

- Call the first party.
- Press the **Trnsfr** softkey.
- 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.
- Press the **Trnsfr** softkey. You are prompted to consult with the called party.
- Select Yes or No and follow the prompts to complete the transfer.