

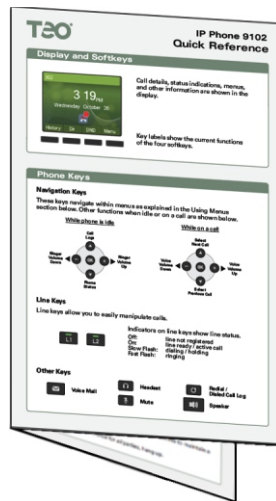


IP Phone 9102 Quick Reference

Printing Instructions

Print this document on both sides of a letter-size sheet of paper, and fold in half.

The finished size is 5.5" x 8.5" after folding.



- In the Print dialog, set Page Sizing to Actual Size.

Duplex (two-sided) printers:

- Print both pages **3** and **4** to a letter-size sheet, landscape (sideways) orientation, duplex, flipped on the short edge.

Single-sided printers:

- Print page **3** to a letter-size sheet, landscape (sideways) orientation.
- Re-insert the printed page into the printer feed tray, upside down, and rotate if needed, then print page **4**.
- Fold the printed sheet in half.

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Using Menus

Menus on the main display provide access to status information, feature settings, call logs, the phonebook, and more.

- Select **Menu** to enter the Main Menu.
- Scroll through the list with the **Up** and **Down Navigation** keys, or by selecting **Prev./Next.**
- Select **Enter** or press the **OK** key to select an item.
You can also press a dial pad key to jump to and select an item.
Advanced Settings may be password protected.
- If a double-headed arrow is shown next to an item, you can change the value with the **Left** and **Right Navigation** keys, and then select **Ok** or **Save** to retain the new setting.
- Select **Back** to return to the previous screen.
Select **Exit** from the main menu to return to the idle screen.

Call Logs

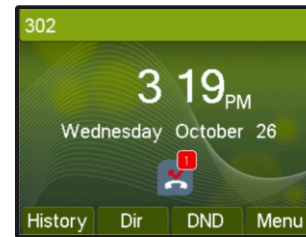
Your phone stores records for up to 600 calls. You can view call details, dial from the call log, and add a logged number to the phonebook or blacklist.

- Select **History** to view the Call Logs.
- You can also press the **Redial** key to view only dialed calls.
- Press the **Right** or **Left Navigation** key to switch between All Calls, Missed Calls, Dialed Calls, and Received Calls.
- Scroll through the call list with the **Up** and **Down Navigation** keys.
- Select **Option** to filter the call list, view call details, and access other options for the displayed call.
- Select **Dial** to place a call to the displayed party.
- Select **Exit** to return to the previous screen.

Setting the Ringer Volume

- When the telephone is idle (not on a call), press the **Right** or **Left Navigation** key to change the ringer volume.
The telephone will ring once with the new ringer volume setting, and the new setting will be shown briefly in the display.
- If Silent Ring appears in the display (ringer volume off), incoming calls will show in the display, but will not ring.
- Press the **Right Navigation** key to turn on the ringer.

Display and Softkeys



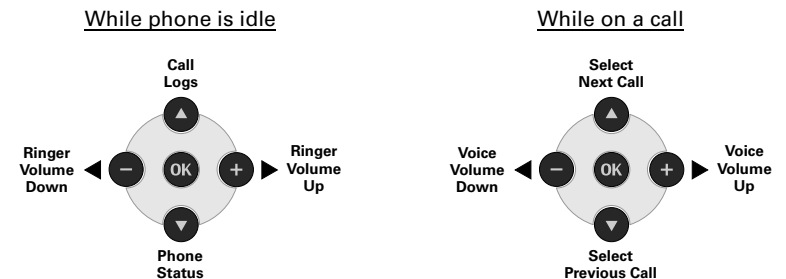
Call details, status indications, menus, and other information are shown in the display.

Key labels show the current functions of the four softkeys.

Phone Keys

Navigation Keys

These keys navigate within menus as explained in the Using Menus section below. Other functions when idle or on a call are shown below.



Line Keys

Line keys allow you to easily manipulate calls.



Indicators on line keys show line status.

Off: line not registered
On: line ready / active call
Slow Flash: dialing / holding
Fast Flash: ringing

Other Keys



Voice Mail



Headset



Redial /
Dialed Call Log



Mute



Speaker

Answering a Call



To answer the call shown in the display, lift the handset, press the **Speaker** key, press the **Headset** key, press the flashing **Line** key, or select **Answer**.



If you want to reject the call and send it directly to voicemail, select **Reject**.



To forward the call to another number without answering, select **Divert**, enter a number, and then select **Divert** again or press the **OK** key.

Placing a Call

Manual Dialing



Dial the number.



Lift the handset, press the **Speaker** key, press the **Headset** key, press the flashing **Line** key, or select **Dial** to initiate dialing.

You can also activate the handset/speaker/headset before dialing. Initiate dialing by pressing the **OK** key or by selecting **Dial**.

Dialing from the Phonebook



Select **Dir**, and then select **Contacts**.



Press the **Up** or **Down Navigation** key to select a contact from the Phonebook.



Select **Dial** to place the call.

Managing Multiple Calls

If a second call rings while you are on an active call, the ringing call will be displayed on the bottom half of the screen.



Press the **Down Navigation** key or green fast flashing **Line** key to display the ringing call. You can then Answer, Reject, or Divert the ringing call. If you answer the call, the first call will be automatically placed on hold.



Press the **Up** or **Down Navigation** keys or a **Line** key to change which call is shown on the display. A call that is on hold will show a Hold indication below the caller ID.



Select **Hold/Resume** to connect to the displayed party and place the other party on hold.



To conference two calls, select **Conf**, then select the second party.

Transferring a Call

Screened (Attended) Transfer



During a call, select **XFER** to place the first call on hold and open the transfer dialing screen.



Dial the party you want to transfer the call to.



Select **Dial** to place the call.



After the second party answers, select **XFER** to complete the transfer.

Immediate (Blind) Transfer



During a call, select **XFER** to place the first call on hold and open the transfer dialing screen.



Dial the party you want to transfer the call to.



Select **XFER** to complete the transfer.

Conferencing Calls



During a call, select **Conf** to place the current call on hold and open the conference dialing screen.



Dial the party you want to add to the conference.



Select **Dial** to place the call.



After the second party answers, select **Conf** to connect to both parties.

Splitting / Joining Calls



To place the first party on hold and consult with the second party, select **Split**.



To switch between parties, press the **Up** or **Down Navigation** key to change which call is shown in the display. Select **Resume** to reconnect to that party and place the other party on hold.



To join all parties back together, select **Conf**.

Ending a Conference Call



To leave the conference and allow the other parties to maintain a connection, **hang up**.

To end the conference for *all* parties, select **End**.