



For a complete user guide, refer to **SIP Software Release 3.0 for IP Phone 1140E User Guide (NN43113-101)**.



IP Phone 1140E Fixed Keys

The IP Phone 1140E is available with either icon fixed keys or English text fixed keys. Both types are presented below.

Short Cut/Navigation Function Keys



Copy

Copy information from the Address Book, Inbox, Outbox, and IM log and to Feature keys and Address Book entries.



Services

Access Search, Login, Logout, Check For Updates, Reset Phone, File Manager, Logging System, and Phone Information. Press twice quickly to access the Network menu. Quit or exit from a menu.



Quit



Msg/Inbox

Access your inbox to view all calls or missed calls and to return a call.



Shift/Outbox

Access your outbox to view all calls made and to place a call to a previously called contact.



Directory

Access your address book to view, add or edit entries including your designated friends You can also send Instant Messages (IMs) or initiate a call.



Use the Enter key to select highlighted menu items and to set preferences. The Enter key duplicates the function of the Set and Select Context-sensitive soft keys.

Telephony Feature Keys



Volume +

Use to increase the volume of the handset, headphones, phone speaker (handsfree) and alerting volume (phone ringing).



Volume -

Use to decrease the volume of the handset, headphones, phone speaker (handsfree) and alerting volume (phone ringing).



- Mute** Use mute to listen to the call without transmitting. The red LED on the Mute key lights when the Mute feature is enabled.
- Handsfree** Activates the built in speaker and microphone. The red LED on the Handsfree key lights when the Handsfree feature is enabled.
- Goodbye** Use to release a call (hang up) and to exit a menu when not on an active call.
- Expand** Access Instant Message log to view and send IMs.
- Headset** Activates your IP Phone headset when connected. The red LED of the Headset key lights when you use a headset.
- Hold** Use to place a call on hold or to retrieve a call on hold.

The **abc/123** Context-sensitive soft key toggles between alphabetic and numeric input. When the Context-sensitive soft key label is **abc**, you can enter alphabetic text and when the Context-sensitive soft key label is **123**, you can enter numbers.

Login/Logout

Logging in

1. Enter your User ID and press the **Login** key.
2. Enter your password and press the **Next** key.
3. To permanently login, press the **Next** key.
To login for a period of time, press the **Timed** key, enter the duration of your login, and press the **Next** key.

Logging out

1. Press the **Services** hard key and then select **Logout**.
2. Press the **abc/123** Context-sensitive soft key to toggle between alphabet and numeric input.
3. Press **Logout** Context-sensitive key.

Call related functions

Making a call

To make a call, do one of the following:

- Lift the **Handset** or press the **Headset** key, **Handsfree** key or the **Line** key and enter the SIP address or phone number and press send. Or, press the **Redial** key to call the previously entered SIP address or phone number.
- Press the **Directory** hard key, select **Friends**, select an entry, press **Status**, and then press the **Call** key.
- Press the **Services** hard key, select **Search**, select an entry in the Address Book, and then press the **Call** key.
- Lift the **Handset** or press the **Headset** key, **Handsfree** key or the **Line** feature key and dial from the Address Book or Inbox/Outbox as follows:
 - 1. Press the **Address Book** or **Inbox** or **Outbox** key.
 - 2. Navigate to the required entry.
 - 3. Press the **Select** key to connect.

Answering a call

Perform one of the following to answer a call:

- Press the **Handsfree** key
- Press the **Headset** key
- Press the **Line** key
- Press the **Answer** key
- Pick up the **Handset**.

If you choose not to answer the call, you can press one of the following keys:

- **Redrct**—Redirects the call to another party or number.
- **Decline**—Rejects the call and provides the caller with fast busy and no option to go to voice mail. You can provide a reason for declining the call.
- **Ignore**—Stops call ringing.

Making an emergency call

To make an emergency call, logging on is not required. Choose one of the following options:

- Lift the **Handset** and dial the emergency number.
- Press the **Handsfree** key and dial the emergency number.
- Press the **Headset** key and dial the emergency number.

Initiating a conference call

1. During a call, press the **Conf** Context-sensitive soft key.
2. Enter the SIP address or phone number or select an entry from the Address Book, Inbox, or Outbox and complete the call.
3. Press the **Join** key, select **Conference** and press the **OK** key to create a conference call. You can continue to add more callers to the conference call by repeating the above steps.

Sending an instant message (IM)

Press the **Expand** key or press **Msgs > Instant Messaging** to access the Instant Messaging menu.

1. Press **New IM**.
2. Enter the address or do the following:
 - Press the **Address Book** key, **Inbox** key, or the **Outbox** key.
 - Use the navigation keys to scroll to the required entry.
 - Press the **Select** key.
3. Enter the message and press **Send IM**.

Attention: Not all features are available. To determine which features are available or to activate a feature, contact your system administrator or service provider.



Idle phone Context-sensitive soft key menu

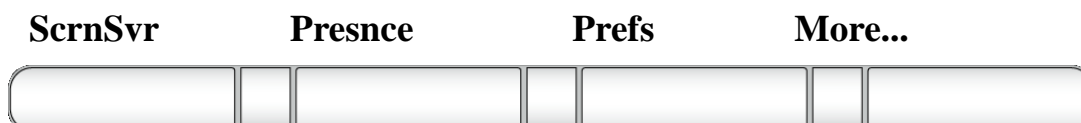
The following is a description of the Context-sensitive soft keys that are available on the idle phone display.



When you press the **More** Context-sensitive soft key for the first time, the following menu list appears.



When you press the **More** Context-sensitive soft key for the second time, the following menu list appears.



When you press the **More** Context-sensitive soft key for the third time, you return to the first menu list.

Redial or NewCall

Redial the last dialed number.

- If there is no stored redial number, **NewCall** appears and has the same effect as pressing the primary user line key (dial prompt).

abc or 123

Toggle between alpha and numeric input modes.

- To type letters, **abc** must be displayed.
- To type numbers, press **abc** to display **123** on the menu list.

Msgs

Display the Messages menu.

- Voice Mail**—Use to access your Voice Mail. The IP phone connects to the server to retrieve your Voice Mail.
- Instant Messaging**—Use to access your IM box. From the IM box you can:
 - View received Instant Messages
 - Delete Instant Messages
 - Send Instant Messages.

CallFwd

Forward all calls to a specified address.

DND

Block all calls.

Retrve

Retrieve parked calls (local and server parked calls only).

ScrnSvr

Activate the screensaver (only if the screensaver feature is enabled).

Presnce

Configure the presence status for your IP Phone.

More...

Select a new menu list.

- When you press **More...**, a different selection of Context-sensitive soft keys appears.
 - Press once to switch to: **[CallFwd] [DND] [Retrve]**.
 - Press twice to switch to: **[ScrnSvr] [Presnce] [Prefs]**.
 - Press three time to switch back to the main menu list: **[Redial] [abc] [Msgs]**.

Prefs

Display the Preferences menu.

- Display**—Adjust screen display settings.
- Audio**—Adjust tones and volume settings, configure a USB headset, and access the Bluetooth wireless technology setup.
- Feature Options**—Program feature keys, call decline reasons, call ignore actions, and call subjects, call fwd notification.
- Language**—Change language.
- Misc Options**—Set alpha dialing, search method, privacy settings, # Ends dialing, location, and time.
- Network**—Access Server Settings, Device Settings, Diagnostics and Lock.
- USB Locks**—Enable or disable USB devices.
- User Settings**—Modify call settings, IM settings, voice mail setting, and remembering settings.

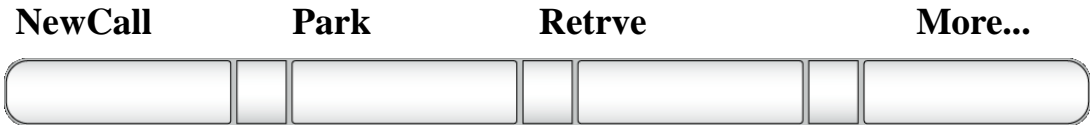


Active call Context-sensitive soft key menu

When you are on an active call, the Context-sensitive soft keys displayed on the screen are changed. The following is a description of the Context-sensitive soft keys that are available during an active call.



When you press the **More** Context-sensitive soft key for the first time, the following menu list appears.



When you press the **More** Context-sensitive soft key for the second time, the following menu list appears.



When you press the **More** Context-sensitive soft key for the third time, you return to the first menu list.

<p>Conf</p> <p>Obtain a dial tone to place another call during an active call.</p> <ul style="list-style-type: none">• Use to make a conference call.• Behaves like the NewCall Context-sensitive soft key.	<p>Trnsfer</p> <p>Transfer the current call to another location or contact.</p>
<p>Audio</p> <p>1. Change audio setting—Use to change the audio settings based on the available bandwidth.</p> <p>2. Monitor audio quality—Diagnostic tool to monitor the audio quality.</p>	<p>NewCall</p> <p>Obtain a dial tone to place another call during an active call.</p> <ul style="list-style-type: none">• Use to make a conference call.• Behaves like the Conf Context-sensitive soft key.
<p>Park</p> <p>Park the current call to the server or another user (not available for all call servers).</p>	<p>More...</p> <p>Select a new menu list.</p> <ul style="list-style-type: none">• When you press More..., a different selection of Context-sensitive soft keys appears.<ul style="list-style-type: none">– Press once to switch to: [NewCall] [Park] [Retrve].– Press twice to switch to: [Prefs] [] [].– Press three time to switch back to the main menu list: [Conf] [Trnsfer] [Audio].
<p>Retrve</p> <p>Retrieve parked calls (local and server parked calls only).</p>	
<p>Prefs</p> <p>See “Idle phone Context-sensitive soft key menu” on page 3.</p>	



Display screen icons

Call states	Icon	Details
On Hook		Icons to indicate the Call State of your phone.
On the Phone		
On Hold		
Call Forward		
Speed Dial List		
Do Not Disturb		
Outgoing call, Incoming call (ringing)		
Missed call		
Instant messaging	Icon	Details
New, Unread		Icons displayed when you view your instant message log. The icon appears beside each IM to indicate the status.
Read		
Replied to		
Send IM		
Inbox	Icon	Details
Incoming Call Answered		Icons to indicate the status of each incoming calls in your Inbox.
Incoming Call, Missed, New		
Incoming Call, Missed, Reviewed		
Presence	Icon	Details
Terminated		Icons to indicate the presence state of those address book entries you designate as Friend.
Connected Inactive		Only available if auto presence is activated.
Unavailable Busy, or Offline		
Active Available		Only available if auto presence is activated.
On the Phone		Only available if auto presence is activated.
Unknown		

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