Feature operation

Call Forward

Activate	Fwd			▶ Fwd
Deactivate	▶ Fwd			
Reinstate	Fwd	▶ Fwd		
View number	Display	▶ Fwd		

Call Pickup			Pickup

Call Waiting

Answer	(Hold)	Call Waiting
Return to first call	(Goodbye)	

Conference	Conf			▶ Conf

Handsfree

Activate	(Handsfree)	(Goodbye)	(to end the call)
Switch to handset			
Handset to handsfree	(Handsfree)		

Activate Headset	(Headset)	(Goodbye)	(to end the call)

Hold

Place a call on hold	(Hold)
Return to a held call	

Last Number Redial		

Ring Again

Activate	RngAgn	
When notified		▶ RngAgn
Deactivate	▶ RngAgn	

Transfer	Trans			▶ Trans
Adjust volume	(Volume +)	or	(Volume -)	

Legend

Icon	Action
( )	Indicates the key cap text label. For example, (Message).
	Lift the handset, press the line (DN) key or the **Handset** key.
	Replace the handset, or press to end the call. (Goodbye)
	Dial a number.

Legend (continued)

Icon	Action
	Press the **Services** key once for Call Platform features, or press the **Services** key twice to access local tools menu options.
	Press the **Up/Down Navigation** keys / Press the **Enter** key
	Press the **Headset** key.
	Press the **Handsfree** key.
	Press the **Mute** (on/off) key.

Services and Telephone Options menus

Services menu

Note: The **Services** menu contains the **Telephone Options**, **Password Admin**, and **Virtual Office**. Some options are not available on all IP Phone 1210 phones. Consult your system administrator.

The following are the most commonly used options:

Telephone Options menu

Volume adjustment

Pick one of:
Ringer
Handset Listen
Handsfree Listen   Select
Headset Listen
Buzzer

Contrast adjustment

Select

Language

Select

Note: This language setting controls the language used by features on your phone only. To set the language used elsewhere on your phone, press **Services** twice, select 1. Preferences, and select 2. Language.

Date/Time format

Select

Local DialPad Tone

Select

Ring type

Play   Select

OnHook default path

Select

Note: The **Directory** key provides access to the Corporate Directory, Personal Directory, Redial List, and Callers List. For additional information about your IP Phone 1210, consult the *Nortel IP Phone 1210 User Guide.*

Nortel IP Phone 1210

- Message waiting indicator/Incoming call indicator
- Display screen
- Context-sensitive soft keys (self-labeled)
- Enter key
- Conference key
- Navigation keys
- Goodbye key
- Applications key
- Headset key
- Hold key
- Services key
- Volume control keys
- Handsfree key
- Mute key
- Dialpad

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IP Phone 1210

For Nortel Communication Server 1000

Quick Reference Card