

Character Keys

Key	Characters
1	1 ! ' ; : ^
2	a b c 2 A B C
3	d e f 3 D E F
4	g h i 4 G H I
5	j k l 5 J K L
6	m n o 6 M N O
7	p q r s 7 P Q R S
8	t u v 8 T U V
9	w x y z 9 W X Y Z
0	. - _ 0 = , <space>
*	. @ ~ * & %
#	# + \$ <euro symbol> £ \



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Cisco IP Phone Messenger for Cisco Unified Presence Server Release 1.0(1)

Common Tasks
Softkey Definitions
Contact Availability Icons
Character Keys

Common Tasks

Log into the IP Phone Messenger to perform most of these tasks. Tasks requiring the User Options web pages are specified.
Note: Refer to the “Logging into Cisco IP Phone Messenger” section on page 2 if you need assistance logging into Cisco IP Phone Messenger.

Organizing Your Contact List	
Display a Contact list	Choose Contacts .
Display a contact's devices and status	Choose Contacts . Choose a contact and press Details .
Add contacts by user name	Choose Contacts and press Add .
Add contacts by extension	Choose Contacts and press AddByExt .
Add sender of active message to contact list	Choose Contacts and press AddCtct .
Limit contacts shown	Choose Contacts and press Filter .
Call a contact	Choose Contacts . Choose a contact, press Details , and press Dial .
Delete a contact	Choose Contacts . Choose a contact, press Details , and press Delete .
Display a contact's availability	Choose Contacts .
Display a contact's availability by device	Choose Contacts . Choose a contact, press Details .
Set your availability status	Choose Settings > Status .

Managing Your Messages

View recent messages	Choose Messages .
Delete one message	Choose Messages . Scroll to a message, press Details , and press Delete .
Delete all messages	Choose Messages . Press DelAll .
Send a default message	Choose Messages . Press Msg , choose a default messages, and press Send .
Send a custom message	Choose Messages . Press Msg and press Compose . Enter message and press Send .
Reply to a message	Press Reply or Msg .
Call a message sender	Choose Messages , press Details , and press Dial .
Create custom default response	Access User Options > Response Messages .
Send broadcast message	Access User Options > Broadcast Messages .
Review broadcast messages	Choose Messages or System Messages .
Require a PIN for accessing messages and settings	Choose Settings > PIN Protection .
Set an audible alert to indicate when message arrives	Choose Settings > Audible Alert > On .

Softkey Definitions

Add	Add a contact using a user ID
AddByExt	Add a contact using an extension
AddCtct	Add sender of active message to your Contact List
Cancel	Cancel an action or exit a screen without applying changes
Compose	Create a custom text message
DelAll	Delete all messages
Delete	Remove a message or contact
Details	Display additional information about message or contact
Dial	Call a message sender
Exit	Return to the previous screen
Filter	Limit contacts displayed in list
Logout	Log out of the application
more	Display additional softkeys
Msg	Display the Messages menu
No	Reject the request
OK	Acknowledge prompt
PgDn	Show more messages and contacts
PgUp	Show previous messages and contacts
Reply	Reply to a received message
Retry	Re-attempt text or number entry
Select	Select an item on the screen
Send	Send a custom message
Submit	Confirm entered text
Yes	Confirm the request
<<	Delete entered characters

Contact Availability Icons

Contact List	
	Available
	Unavailable
	Busy
	Unknown status
	Do not disturb
	Out of the office Vacation
	Available via instant message
	Available via phone
	Currently on the phone
Contact Details	
	Available via instant message
	Unavailable via instant message
	Available via phone
	Unavailable, currently on phone
	Available via camera phone
	Unavailable via camera phone