

## 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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### QUICK REFERENCE



## User Guide for Cisco IP Phone Messenger for Cisco Unified Presence Release 7.0

Common Tasks  
 Softkey Definitions  
 IP Phone Messenger Icons  
 Character Keys

### Common Tasks

Log into the Cisco IP Phone Messenger to perform most of these tasks. Tasks requiring the User Options web pages are specified.

**Note:** See [Logging into Cisco IP Phone Messenger, page 10](#) if you need assistance logging into Cisco IP Phone Messenger.

### Organizing Your Contact List

Display a Contact list	Select <b>Contacts</b> .
Display a contact's devices and status	Select <b>Contacts</b> . Select a contact and press <b>Details</b> .
Add contacts by user name	Select <b>Contacts</b> and press <b>Add</b> .
Add contacts by extension	Select <b>Contacts</b> and press <b>AddByExt</b> .
Limit contacts shown	Select <b>Contacts</b> and press <b>Filter</b> .
Call a contact	Select <b>Contacts</b> . Select a contact, press <b>Details</b> , and press <b>Dial</b> .
Delete a contact	Select <b>Contacts</b> . Select a contact, press <b>Details</b> , and press <b>Delete</b> .

### Displaying Availability Status

Display a contact's availability	Select <b>Contacts</b> .
Set your availability status	Select <b>Settings</b> > <b>Status</b> .
Set your privacy for other presence-aware devices	Access <b>User Options</b> > <b>Privacy</b> .

### Managing Your Messages

View recent messages	Select <b>Messages</b> .
Delete one message	Select <b>Messages</b> . Scroll to a message, press <b>Details</b> , and press <b>Delete</b> .

Delete all messages	Select <b>Messages</b> . Press <b>DelAll</b> .
Send a default message	Select <b>Messages</b> . Press <b>Msg</b> , select a default message, and press <b>Send</b> .
Send a custom message	Select <b>Messages</b> . Press <b>Msg</b> and press <b>Compose</b> . Enter message and press <b>Send</b> .
Reply to a message	Press <b>Reply</b> or <b>Msg</b> .
Call a message sender	Select <b>Messages</b> , press <b>Details</b> , and press <b>Dial</b> .
Create custom default response	Access <b>User Options &gt; Response Messages</b> .
Send broadcast message	Access <b>User Options &gt; Broadcast Messages</b> .
Require a PIN for accessing messages and settings	Select <b>Settings &gt; PIN Protection</b> .
Set an audible alert to indicate message arrival	Select <b>Settings &gt; Audible Alert &gt; On</b> .

### Managing Your Meetings

Enable Meeting Notifications	Select <b>Settings &gt; Meeting Notifications</b> .
View and join scheduled meetings	Select <b>Today's meetings</b> .










## Softkey Definitions

Add	Add a contact using a user ID
AddByExt	Add a contact using an extension
AddCtct	Add sender to your Contact List
CallBack	Schedule a call back from Cisco Unified MeetingPlace
Cancel	Cancel or exit without changes
Compose	Create a custom text message
DelAll	Delete all messages
Delete	Remove a message or contact
Details	Display additional information
Dial	Call a message sender
Exit	Return to the previous screen
Filter	Limit contacts displayed in list
Join	Join a scheduled meeting
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
Remind	Send meeting reminder to invitee
RemdAll	Send meeting reminder to all invitees
Reply	Reply to a received message
Retry	Re-attempt text or number entry
Roster	View list of meeting participants
Select	Select an item on the screen







Send	Send a custom message
Submit	Confirm entered text
Yes	Confirm the request
<<	Delete entered characters

## IP Phone Messenger Icons

### Contact List

	Available
	Unavailable
	Busy
	Unknown status
	Do not disturb
	Away 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