

Enter Data

Use the dialpad keys to enter information.

To Type Using Dial Pad Keys:

- » Press a key repeatedly to view the character options and stop to select.

To backspace, press **<<**

To Type Other Characters:

- » Press Encoding.
When using the dialpad keys, use the 1, *, 0, and # keys.

Answer Calls

You can answer calls using the handset, speakerphone, or a headset.

To Answer a Call:

Do one of the following:

- » To answer with the speakerphone, press **☎** or press **Answer** soft key.
- » To answer with the handset, pick up the handset.
- » To answer with a headset, press **📞**.

Hold and Resume Calls

You can have multiple calls on hold and resume a call at any time.

To Hold a Call:

- » Highlight the call and press the **Hold** soft key.

To Resume a Call

- » Highlight the call and press the **Resume** soft.

Place Calls

You can only have one active call in progress on your phone.

You can use the handset, speakerphone, or headset for calls. During a call, you can change modes by picking up the handset, or by pressing **📞** or **📞**.

To Place a Call:

Do one of the following:

- » Pick up the handset, press **📞** or **📞**, enter the phone number, and press **Send**.
- » Enter the phone number, press Dial and pick up the handset, or press **📞**.
- » From the Lines screen, press the Line key, enter the phone number, and select **Send**.
- » From the Home screen, select **New Call**, enter the phone number, and press **Send**.
- » Select a **Favorite** from the Home screen.
- » Select a contact from the **Recent Calls** list and select **Dial**.
- » Select a contact from the **Contact Directory** and select **Dial**.

Transfer Calls

You can transfer calls to any contact and choose the way to transfer the call.

To Transfer a Call:

1. Press and hold the Transfer soft key.
2. Choose Blind or Consultative.
3. Dial a number or choose a contact. If you chose *Blind*, the call is transferred immediately.
4. If you chose *Consultative*, press the **Transfer** soft key after speaking with your contact.

End Calls

You can only end active calls.

To End an Active Call:

- » Replace the handset in the cradle, press **📞** or **📞**, or press the End Call soft key.

To End a Held Call:

To end a held call, you must resume the call first.

1. Highlight the held call and press **Resume**.
2. Press End Call.



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Forward Calls

You can forward an incoming call to a contact or forward all incoming calls to a contact.

TO FORWARD AN INCOMING CALL:

1. On the **Incoming Call** screen, select **Forward**.
2. Enter your contact's number and select **Forward**.

TO FORWARD ALL INCOMING CALLS:

1. On the Home screen, select **Forward**.
2. If you have more than one line, select a line.
3. Choose either **Always, No Answer**, or **Busy**.
4. Enter a contact's number, and select **Enable**. If you chose **No Answer**, you can enter the number of rings before the call is forwarded.

TO DISABLE CALL FORWARDING:

1. On the Home screen, select **Forward** or on the Idle Screen, press the **Fwd** softkey.
2. If you have more than one line, select a line.
3. Choose your forwarding type and select **Disable**.

Mute the Microphone

You can mute or unmute your microphone during calls.

TO MUTE OR UNMUTE YOUR MICROPHONE:

- » Press . **Microphone Mute** or **Microphone Unmute** will display on the screen.

Do Not Disturb

You can enable Do Not Disturb when calls are unwanted.

TO ENABLE OR DISABLE DO NOT DISTURB:

- » On the Home screen or Idle Screen, select **DND**.

Initiate a Conference Call

You can initiate a conference call with up to eight contacts.

TO INITIATE A CONFERENCE CALL:

1. Call a contact.
2. Select **Conference** and call your next contact.
3. When your contact answers, select **Conference**.

TO JOIN TWO CALLS INTO A CONFERENCE CALL:

- » On the Calls screen, select **Join**.

Manage Conference Calls

With Conference Management enabled, you control all conference participants for your initiated conference calls.

TO MANAGE ALL CONFERENCE PARTICIPANTS:

- » Select **Hold** to hold all participants.

TO MANAGE INDIVIDUAL PARTICIPANTS:

1. Highlight a participant and Select **Manage**.
2. Choose one of the following actions:
 - » Select **Far Mute** to mute the participant.
 - » Select **Hold** to place the participant on hold.
 - » Select **Remove** to remove the participant from the conference call.
 - » Select **Information** to view participant information.

View Recent Calls

You can view recent placed, received, and missed calls.

TO VIEW RECENT CALLS:

- » Select **Dirs > Recent Calls**.

View the Contact Directory

You can view and add contacts to the Contact Directory.

TO VIEW THE CONTACT DIRECTORY:

- » From the Home screen, select **Dirs > Contact Directory**.

TO ADD A CONTACT TO THE CONTACT DIRECTORY:

1. In the Contact Directory, select **Add**.
2. Enter the contact's information and select **Save**.

You can enter a number between 1 and 99 in the **Favorite Index** field to make a contact a favorite.

Listen to Voicemail

When you have new voicemail messages, the  icon displays on your line.

TO LISTEN TO VOICEMAIL:

1. On the Home screen, select **Msgs**.
2. Select **Message Center > Connect**.