







Your Phone

- ① Incoming call or voicemail indicator
- ② Line and feature buttons
- ③ Softkeys
- ④ Navigation
- ⑤ Applications and Headset
- ⑥ Mute and Speakerphone
- ⑦ Volume

Line and Feature Buttons

Use the line and feature buttons to view calls on a line, access features such as Speed Dial, and to perform tasks such as resuming a held call.

Buttons illuminate to indicate status:

-  Green, steady: Line is idle
-  Red, steady: Line in use
-  Red, flashing: Incoming or held call
-  Amber, steady: Line is unregistered

Place a Call

Enter a number and pick up the handset.

Answer a Call

Press the flashing red line button.

Put a Call on Hold

1. Press **Hold**.
2. To resume a call from hold, press **Hold** again.

View Your Recent Calls

1. Select a line to view.
2. Press **Recents**.


Transfer a Call to Another Person

1. From a call that is not on hold, press **Transfer**.
2. Enter the other person's phone number.
3. Press **Call**.
4. Press **Transfer** again (before or after the party answers).


Add Another Person to a Call

1. From an active call, press **Conf**.
2. Enter the number you want to join and press **Dial**.
3. Once the call is connected, press **Conf** again.


Place a Call with a Headset

1. Plug in a headset.
2. Enter a number using the keypad.
3. Press **Headset** .

Place a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press **Speakerphone** .

Mute Your Audio

1. Press **Mute** .
2. Press **Mute** again to turn mute off.


Listen to Voice Messages

Press **Messages** and follow the voice prompts. To check messages for a specific line, press the line button first.

Forward All Calls

1. Select a line and press **Forward**.
2. Dial the number that you want to forward to, or press **Messages**.
3. When you return, press **Clr fwd**.


Adjust the Volume in a Call

Press **Volume**  up or down to adjust the handset, headset, or speakerphone volume when the phone is in use.


Adjust the Ringtone Volume

Press **Volume**  up or down to adjust the ringer volume when the phone is not in use.


Change Ringtone

1. Press **Applications** .
2. Select **User preferences > Ringtone > Ext (n) - Ring tone**, where n= extension number.
3. Scroll through the list of ringtones and press **Play** to hear a sample.
4. Press **Select** and **Set** to save a selection.
5. Press **Back** to exit.

Adjust the Screen Contrast

1. Press **Applications** .
2. Select **User preferences > Screen preferences > Contrast level**.
3. Use the keypad to change the contrast number.
4. Press **Set**.

Adjust the Screen Backlight

1. Press **Applications** .
2. Select **User preferences > Screen preferences > Backlight timer**.
3. Press **Select** to scroll through the options.
4. Press **Set** to save a selection.
5. Press **Back** to exit.

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