Place a Call

Enter a number and pick up the handset

Place a Call with the Speakerphone

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

Answer a Call

Press the flashing red line button, or pick up the handset.

Put a Call on Hold

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

Transfer a Call to Another Person

1. From a call that is not on hold, press **Transfer** .
2. Enter the person's phone number.
3. Press **Transfer** again.

Add Another Person to a Call

1. from an active call, press **Conference** .
2. Select a second line and place the second call.
3. Press **Conference** again to join the calls.

View Your Recent Calls

1. Press **Applications** .
2. Scroll and select **Recents**.
3. Select a line to view.
    (All, Missed, Received, Placed)

Your Phone

1 - Incoming call or voicemail indicator

2 - Line and feature buttons

3 - Softkeys

4 - Navigation

5 - Hold, Transfer, and Conference

6 - Speakerphone, Headset, and Mute

7 - Voicemail, Applications, and Directory

8 - Volume

Line and Feature Buttons

Use line and feature buttons to view calls on a line, or access features such as Speed Dial. Buttons illuminate to indicate status:

- Green, steady: Line ready

- Amber, steady: Line not registered

- Amber, flashing: Line registering

- Red, steady: Line in use

- Red, flashing: Incoming call

- Red, Pulsing: Line on hold

Mute Your Audio

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

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** > **Audio Preferences**.
3. Select a line.
4. Scroll through the list of ringtones and press **Play** to hear a sample.
5. Press **Set** and **Apply** to save a selection.

Adjust the Screen Brightness

1. Press **Applications** .
2. Select **User Preferences > Screen Preferences > Display Brightness**.
3. Press right to increase, or left to decrease, the brightness.
4. Press **Save**.

Adjust the Screen Backlight

1. Press **Applications** .
2. Select **Preferences** > **Screen Preferences > Backlight Timer**.
3. Press **Navigation Button** to set the backlight duration.
4. Press **Set**.

Listen to Voice Messages

Press Messages and follow the voice prompts.

-- See voicemail map Below.--

Press the voicemail soft button

To access your voicemail from any Phone
- From another phone, dial your phone number.
- Listen for your voicemail greeting and press #.

Please enter you PIN followed by the # sign.

1. Listen to Messages

8. Personal Options

9. Repeat Menu

New Message / Saved message

1. Skip | 2. Save | 3. Erase | 9. Repeat | 0. Exit Menu

1. Change PIN
2. Personalize Greeting
3. Personal Name
5. Unconditional Call Forwarding
6. Call Screen Forwarding Number
9. Repeat Menu
0. Exit Menu

Please enter your new PIN followed by the # sign

Please record your name after the beep When finished press #

Call Forwarding is currently (Disabled or Enabled)

Please enter the forward destination number followed by the # sign

1. Record default greeting
2. Record greeting for calls sent to voice mail when busy
3. Record greeting for call that you do not answer

1. Forward all calls
Turn On

2. Send calls to line
Turn Off

0. Exit Menu

Please record your greeting after the beep When finished press #