





## Make a Call

1. Pick up the handset.
2. Enter a number, and then press the **Call** soft key.


## Make a Call with a Headset

1. Plug in headset and make sure the icon displays on the screen.
2. Press **Headset**  button.
3. Enter a number using the keypad and then press the **Call** soft key or the Headset  button



## Make a Call with the Speakerphone

1. Press **Speakerphone**  button.
2. Enter a number, and then press the **Call** soft key.


## Answer a Call

Pick up the handset or if you are using the **speakerphone**, press  button or **Call** soft key.

## Put a Call on Hold

Press  or the **Hold** soft key during an active call. To resume a held call, press  button or the **Resume** soft key.

## Transfer a Call to Another Person

1. From a call that is not on hold, press  button or the **Transfer** soft key.
2. Enter the other person's phone number or press users **BLF** soft key if you that feature enabled.


## View Your Recent Calls

1. Press the **Call log** soft key when the phone is idle, scroll through the list by moving your finger up or down on the screen.
2. Select an entry from the list, and use the **Call** soft key to place the call.
  - Press the **Delete** soft key to delete the entry from the list.

## Add Another Person to a Call

1. From a connected call that is not on hold, press the **Conference** soft key.
2. Enter the number of the second party, and then press the **Call** soft key.
3. Press the **Conference** soft key again when the second party answers. All parties are now joined in the conference.


## Mute Your Audio

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


## Listen to Your Voice Messages

The Message Waiting Indicator on the idle screen indicates that you have new voice messages waiting. The power indicator LED slow flashes red.

To listen to voice mail messages:

1. Press  or dial **\*123**
2. Follow the voice prompts to listen to your voice messages and enter your pin.

## Adjust the Volume in a Call

Press **Volume**  left or right to adjust the handset, headset, or speakerphone volume, during a call.

## Adjust the Ringtone Volume

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

## Change the Ringtone

1. Press the Menu soft key when the phone is idle, and then select **Basic > Sound > Ring Tones**.
2. Select the desired ring tone.
3. Press the Save soft key to accept the change.

## Call Pickup

Lift Handset and press **Call Pickup softkey**, or dial **\*88**.

## Do Not Disturb mode

To enable **DO NOT DISTURB** press the **DND soft** key.

## External Directory

1. Press the **Directory** soft key
2. Select an entry from the list and use the **Call** soft key to place the call.