

Enter Data

Use the onscreen keyboard to enter information.


Use onscreen keyboard:

- » Tap a text field or tap .

Place Calls

Calls can be placed to contacts from Contacts, Recent Calls, or to a favorite.

Place a call:

- » Do one of the following from Home screen:
 - Tap **Place a Call**, enter phone number, and tap .
 - Tap a Favorite.
 - Tap **Contacts**, select a directory, select a contact, and tap **Dial**.
 - Tap **Recent Calls** and select a contact
The contact is dialed automatically.

End Calls

Only active calls can be ended.

End active call:

- » Tap  **Hang Up**.

To end a held call, resume the call first.

End held call:

- » Tap  **Resume** >  **Hang Up**.

Hold and Resume Calls

Any active audio or video call can be placed on hold and then resumed when ready.

Place call on hold:

- » Tap  **Hold**.

Resume call:

- » Tap  **Resume**.

Answer calls

Incoming calls can be answered or declined.

Answer a call:

- » Tap  **Answer**.

Initiate Conference Call


Initiate conference call with up to four contacts.

Initiate conference call:

- 1 Call a contact.
- 2 Tap **Add** and enter contact's number or select a contact from **Contacts** or **Recent Calls**.

Active and held calls can be joined into a conference call.


Join two calls:

- » From Calls screen, select two calls and tap  **Merge Calls**.



Manage Conference Calls

Individual or all participants may be muted or removed by the host.

Mute all conference participants:

- » Tap conference name and tap  **Mute All**.

Manage individual participants:

- » Tap participant, then do one of the following:
 - Tap  **Mute** to mute
 - Tap  **Hang Up** to remove

Adjust Volume

Adjust call or ring tone volume using volume keys.



Adjust volume:

- » Tap + volume up or – volume down buttons.

Mute Microphone

Microphone can be muted at any time.

Mute Microphone:

- » Tap Mute  or the Mute keys on the system or microphone.
Mute icon turns red  and Mute keys glow red.

View Recent Calls

View placed, received, and missed calls.

View recent calls:

- » Tap **Recent Calls**.


View Contact Directory

View and add contacts to the Contact Directory.

View Contact Directory:

- » Navigate to **Contacts** > **Contact Directory**.


Add contact to Contact Directory:


- 1 In Contact Directory, tap .
- 2 Enter contact's information and tap **Save**.

Add Favorite

Contacts can be added as a favorite. All favorites display on Home screen.

Add a favorite:

- 1 Navigate to **Contacts** > **Contact Directory**, select a contact.
- 2 On Details screen, tap .

The Favorites icon changes to blue , and the contact is added to the Home screen.

Contacts added as Favorites display first in the Contact Directory.