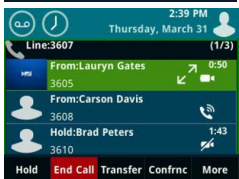




Home Screen

Displays messages, settings, and information.

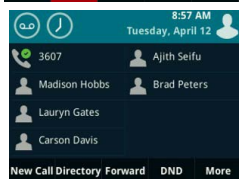
Available any time



Calls Screen

Displays all active and held calls.

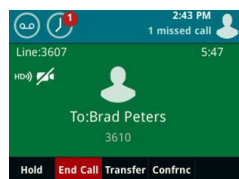
Available when there is an active or held call.



Lines Screen

Displays phone lines, favorites, and conditional soft keys.

Available any time



Active Call Screen

Displays active call and any call control options.

Available when active call is in progress.

Switch Between Phone Screens

View any screen on phone from other screens.

Switch screens:

- Press to view Home, Lines, Calls, or Active Call screens.
- When an active call is in progress, swipe the screen from left to right to view the Lines screen.

Answer Calls

Answer calls via handset, headset, or speakerphone.

To answer a call:

- Pick up handset.
- Press .
- Press or tap **Answer**.

Hold and Resume Calls

Multiple calls can be on hold at one time.

Place call on hold:

- Tap **Hold**.

Resume held call:

Tap **Resume**

Place Calls

There can only be one active call in progress on the phone.

To place a call:

- Pick up handset, press or , enter phone number, and tap .
- Enter phone number, tap , pick up handset, and press or .
- Press Line key, enter phone number, and tap .
- Tap **New Call**, enter phone number, and tap .
- Select a **Favorite** from home screen.
- Select contact from **Recent Calls**.
- Select contact from **Contact Directory**.

End Calls

To end a held call, the call must first be resumed.

End an active call:

- Place handset in cradle, press or , or tap **End Call**.

End a held call:

Tap **Resume** > **End Call**

Transfer Calls

Calls can be transferred to any contact.

Transfer a call:

- Press **Transfer** key.
- Press **More** > **Blind** or **More** > **Consultative**
 - Choose **Blind** or **Consultative**
- Dial a number or choose a contact.
 - For **Blind**, call is transferred immediately.
 - For **Consultative**, tap **Transfer** after call is established to complete transfer.

View Recent Calls

View placed, received, and missed calls.

To view recent calls:

Tap or **Directories** > **Recent Calls**

Enable Do Not Disturb

Enable Do Not Disturb when unavailable to receive calls.

Enable or disable Do Not Disturb:

- On Home Screen, tap **DND**.

DND icon displays on line key and in status bar.

Listen to Voicemail

Number of new messages display on message icon .

Listen to voicemail:

- 1 Tap or **Messages**.
- 2 Tap **Message Center** > **Connect**.

Follow the prompts.

Forward Calls

Single or all call(s) can be forwarded to a contact.

Forward single incoming call:

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

Forward all incoming calls:

1. Tap **Forward**.
2. If there is more than one line, select a line.
3. Choose either **Always**, **No Answer**, or **Busy**.
If **No Answer** is chosen, enter number of rings before call is forwarded.
4. Enter a contact's number and tap **Enable**.

Disable call forwarding:

1. Tap **Forward**.
2. If there is more than one line, select a line.
3. Choose forwarding type and tap **Disable**

Initiate Conference Call

Add two contacts to begin three-way conference call.

To initiate a conference call:

1. Call a contact.
2. Tap **Conference** and call next contact.
3. When contact answers, tap **Conference**.
4. Active or held calls can be joined into a conference call.

To join two calls into a conference call:

On the Calls screen, tap **Join**

Hold a Conference Call

Held conference calls can include one or all participants:

Hold all conference participants:

- Tap **Hold**.

Hold individual participants:

- Highlight a participant and select **Hold**.

View Contact Directory

View and add contacts to Contact Directory.

View Contact Directory:

- Tap **Directories** > **Contact Directory**.

Add contact to Contact Directory:

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

Handle Video Calls

Video can be received during calls (if enabled). If VX Camera is attached to phone, video can also be sent.

Stop sending video during a call:

- Tap **Video** > **Stop Video**.

Start resending video:

Tap **Video** > **Start Video**.