



Home Screen

Displays messages, settings, and information.

Available any time.



Calls Screen

Displays all active and held calls.

Available for active or held calls.



Lines Screen

Displays phone lines, favorites, and conditional soft keys.

Available any time.

Switch between Phone Screens

View any screen on phone from other screens.

Switch screens:

- Press to view Home, Lines, or Calls screens.

Answer Calls

Answer calls via handset, headset, or speakerphone.

To answer a call (choose one):

- Pick up handset.
- Press to answer on headset.
- Press or tap **Answer** soft key to answer on speakerphone.

Hold and Resume Calls

Continue a conversation with a contact who is on hold. Multiple calls can be on hold at one time.

Place call on hold:

- Press **Hold** soft key or press .

Resume held call:

- Press **Resume** soft key or press .

Enable Do Not Disturb

Enable when unavailable to receive calls; calls will go directly to voice mailbox.

Enable or disable Do Not Disturb:

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

End Calls

Disconnect active or held calls.

End an active call (choose one):

- Return handset in cradle, press or , or **End Call** soft key.

End a held call:

- 1 Press **Resume**.
- 2 Press **End Call**.

Place Calls

Limited to one active call at a single time.

To place a call (choose one):

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

Transfer Calls

Transfer calls to any contact using either of the two transfer types: Consultative (default) and Blind.

Consultative (warm) Transfer: Transfer call after speaking to contact. Caller id will show transferring number.

Blind (cold) Transfer: Immediately transfer calls. Caller id will show originating caller's number.

For Consultative Transfer:

- 1 Press **Transfer** soft key or .
- 2 Dial number or choose contact.
- 3 Wait for third party to answer.
- 4 Introduce the call.
- 5 Press **Transfer** soft key or .

For Blind Transfer:

- 1 Press and hold **Transfer** soft key or press .
- 2 Select **Blind**.
- 3 Dial number or choose contact; press **Send**.

View Recent Calls

View placed, received, and missed calls.

To view recent calls:

- Press > Select **Directories** > **Recent Calls**.

View Contact Directory

View and add contacts to Contact Directory.

View Contact Directory:

- Press > Select **Directories** > **Contact Directory**.

Add contact to Contact Directory:

- 1 Press > Select **Directories** > **Contact Directory**.
- 2 Select **Add**.
- 3 Enter contact's information, select **Save**.

Enter a number between 1 and 99 in **Favorite Index** field to make a contact a favorite. Delete **Favorite Index** value to remove favorite but keep as contact.

Listen to Voicemail

Message icon will be display on line.

Listen to voicemail:

- 1 Press .
- 2 Follow the prompts.

Forward Calls

Forward calls to a contact.

Forward all incoming calls:

- 1 Select **Forward** on home screen.
- 2 Choose **Always**, **No Answer**, or **Busy**.
 - If **No Answer**, enter a value to specify number of rings before call will forward.
- 3 Enter a contact's number.
- 4 Tap **Enable**.

Disable call forwarding:

- 1 Select **Forward** from home screen.
- 2 Choose forwarding type.
- 3 Select **Disable**.

Initiate Three-Way Conference Call

Add an additional contact to an active call.

To initiate a conference call:

- 1 During active call, tap **More**.
- 2 Select **Conference**; call additional contact.
- 3 Once contact answers, select **More**.
- 4 Select **Conference**.

Set Ringtones

Set incoming ringtones for a single or all contacts.

Set ringtone for incoming calls:

- Select **Settings** > **Basic** > **Ring Type**.
- Select ringtone.