



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 and steady – Line ready
- Amber and steady – Line not registered
- Amber and flashing – Line registering
- Red and steady – Line in use
- Red and flashing – Incoming call
- Red and pulsing – Line on hold

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 the Speakerphone button. 


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 the **Hold** button 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)

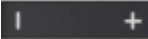
Mute Your Audio

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.

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.

