

## Basic Phone Features

### Placing Calls

Press , enter the phone number, and then press the Send soft key.

### Answering Calls

Press the Answer soft key.

To ignore an incoming call, press the Reject soft key.

To prevent your phone from ringing, enable Do Not Disturb. See Using Do Not Disturb.

### Ending Calls

During a call, press  End Call soft key.

### Muting the Microphone

During a call, press . If you use external microphones, you can also press

 on the microphones. The console LEDs will glow red.

You can hear all other parties while Mute is enabled. The other parties cannot hear you.

To turn off Mute, press  again.

### Holding and Resuming Calls

During a call, press the console LEDs will blink red.

To resume the call, press the Resume soft key.

### Redialing Numbers

To call the last number you dialed, press



### Transferring Calls

To transfer a call:

1. During a call, press the Transfer soft key. The active call is placed on hold.
2. Enter the number of the party to which you want to transfer the call, and then press the Send soft key.

To cancel the transfer before the call connects, press the Cancel soft key. The original call resumes.

3. When you hear the ring-back sound, or after you speak with the second party, press the Transfer soft key.

You can automatically transfer the call without speaking to the second party. After you complete step 1, press the Blind soft key. Then, complete step 2.

### Forwarding Calls

To enable call forwarding:

1. From the idle screen, press the Forward soft key.
2. Select the forwarding type you want to enable:
  - Always —To forward all incoming calls.
  - No Answer —To forward all unanswered incoming calls.
  - Busy—To forward calls that arrive when you are already in a call.
3. Enter a number to forward calls to. For No Answer, enter the number of rings before forwarding.
4. Press the Enable soft key.

To disable call forwarding:

1. From the idle screen, press the Forward soft key.
2. Select the forwarding type you want to disable.
3. Press the Disable soft key.



### Hosting Conference Calls

You can create a conference with up to two other parties.

To host a conference:

1. Call the first party.
2. After the first party answers, press the Confnc soft key. The active call is placed on hold.
3. Enter the number of the second party, and then press the Send soft key.
4. When the second party answers, press the Confnc soft key. All parties are now joined in the conference. You can do the following:
  - To put the conference on hold, press the Hold soft key. To resume the conference, press the Resume soft key.
  - To end the conference, press the End Call soft key. (The other parties will remain connected.)
  - To end the conference and split the conference into two separate calls on hold, press the Split soft key.

If you have an active call and a call on hold, you can create a conference between all three parties by pressing the Join soft key.

### Speed Dialing

To place a call using a speed dial index number:

1. Press .
2. Enter the contact's speed dial index number. Or, if you do not know the index number, scroll to the contact and press the Dial soft key.

To change speed dial index numbers, see [Updating Contact Directory](#).

## Using Do Not Disturb

To prevent your phone from ringing, press

, and then select Features > Do Not Disturb.

To toggle Do Not Disturb on and off, press

.

## Using Call Lists

To use a missed calls, received calls, or placed calls list:

1. Press , and then select Features > Call Lists > Missed Calls, Received Calls, or Placed Calls.
2. Select a call from the list. You can do the following:
  - To place a call, press the Dial soft key.
  - To change the phone number before dialing, press the Edit soft key.
  - To remove the call from the list, press the Clear soft key.
  - To store the contact in your Contact Directory, press the Save soft key.
  - To view information about the call, press the Info soft key.

## Accessing Voice Mail \*

An icon on the phone screen, the three LEDs flashing red, and a stutter dial tone may indicate new voice mail messages.

To listen to voice mail messages:

1. Press , and then select Features > Messages > Message Center.
2. Press the Connect soft key, and then follow the voice or visual prompts on the screen.

## Customizing Your Phone

### Updating Contact Directory

To add a contact:

1. Press , and then select Features > Contact Directory.
2. Press the Add soft key.

3. Enter the contact information (use the Next and Prev soft keys to scroll between fields):

- (Optional.) Enter the first and last name of the contact.
- (Required.) Enter the contact's phone number.
- (Optional.) Change the speed dial index number. The contact is automatically assigned the next available number.
- (Optional.) Set the ring type (see **Updating Ring Tones**).
- (Optional.) Enter a Divert Contact. This is the third party to which you want this contact's calls sent.
- (Optional.) Use the scroll keys to enable or disable the Auto Reject and Auto Divert fields.
  - If you enable the Auto Reject field, each time the contact calls, the call will be diverted to your voice mail system. (If you do not have voice mail and you enable this setting, your phone will still ring.)
  - If you enable the Auto Divert field, each time the contact calls, the call will be directed to the third party you specified in the Divert Contact field.

4. Press the Save soft key.

You can add contacts to your Contact Directory from call lists. See **Using Call Lists**

To edit a contact:

1. Press , and then select Features > Contact Directory.
2. Scroll to the contact whose information you want to update, and then press the Edit soft key.
3. Update the contact information. For information on the fields you can update, see step 3 in the previous section.
4. Press the Save soft key.

To search for a contact:

1. Press , and then select Features > Contact Directory.
2. Press the Search soft key. Then, enter the first few characters of the contact's first or last name, and then press the Search soft key again.

## Updating Ring Tones

You can change the ring tone on your phone. You can also set distinctive ring tones for contacts in your Contact Directory.

To change the incoming ring tone:

1. Press , and then select Settings > Basic > Ring Type.
2. Scroll to the ring type you want. To hear the ring type before you select it, press the Play soft key. To select the ring type, press .

To set a ring tone for a contact:

1. Press , and then select Features > Contact Directory.
2. Scroll to the contact.
3. Press the Edit soft key, and then use the Next soft key to scroll to Ring Type.
4. Enter a number that corresponds to one of the ring types available. (To exit the screen and find the number associated with a ring type, press  twice, and then select Settings > Basic > Ring Type.)
5. Press the Save soft key.

## Adjusting Speaker and Ringer Volume

To change the speaker volume:

- During a call, press  or .

To change the ringer volume:

- When the phone is in the idle state, press  or .

You can also prevent your phone from ringing (see **Using Do Not Disturb**), or you can choose a silent ring for your phone (see **Updating Ring Tones**).