






### Your Phone

- ① - Mute bar
- ② - Wired microphone ports
- ③ - Softkey buttons
- ④ - Navigation bar and Select button
- ⑤ - Volume key
- ⑥ - LED bar

### LED Bar States

The LED bar illuminates to indicate status:

-  - Green, steady: Line ready
-  - Green, Flashing: Incoming Call
-  - Green, Pulsing: Held Call
-  - Amber, steady: Line not registered
-  - Red, steady: Line in use

### Place a Call

Enter a number and press **Call**.

### Answer a Call

Press **Answer**.

### Put a Call on Hold

1. Press the **Hold** softkey button.
2. To resume a call from hold, press **Hold** 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 **Conf**.
2. Enter a number.
3. Press **Conf** again to join the calls.

### View Your Recent Calls

1. Press **Select** button.
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 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 **Settings**.
2. Select **User Preferences > Audio Preferences**.
3. Select a line.
4. Scroll through the list of ringtones and press **Play** to hear a sample.
5. Press **Select** and **Set** to save a selection.

### 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**.

### Pair a Wireless Microphone

1. Select **Settings > Admin Settings > Microphones > Wireless Microphone**.
2. Select either **Microphone 1** or **Microphone 2**, and press **Pair**.
3. Press **Mute** on the wireless microphone until the microphone LED blinks white.

### Unpair a Wireless Microphone

1. Select **Settings > Admin Settings > Microphones > Wireless Microphone**.
2. Select either **Microphone 1** or **Microphone 2**.
3. Press **Unpair** on the base unit.

### Charge a Wireless Microphone

1. Place the microphone in the charging cradle.
2. If the LED is not white, remove the microphone and replace it in the cradle.