









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, steady: Line ready
-  - Amber, steady: Line not registered
-  - Amber, flashing: Line registering
-  - Red, steady: Line in use
-  - Red, flashing: Incoming call
-  - Red, 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 **Speakerphone** .


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 **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 **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.
5. Press **Set** and **Apply** to save a selection.


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.--

