









## Feature and Session Buttons

Use feature buttons (left side) to view calls on a line or access features such as Speed Dial. Use session buttons (right side) to perform tasks such as resuming a held call.

### Buttons illuminate to indicate status:


-  Green, steady: Active call or two-way intercom call
-  Green, flashing: Held call
-  Amber, steady: Privacy in use, one-way intercom call, DND active, or logged into Hunt Group
-  Amber, flashing: Incoming call or reverting call
-  Red, steady: Remote line in use (shared line or Line Status)
-  Red, flashing: Remote line on hold

## Make a Call

Lift the handset and dial the number.

## Answer a Call

New calls display in these ways:


- A flashing amber line button
- An animated icon  and caller ID
- A flashing red light on your handset

To answer the call, lift the handset,


Or, press the flashing amber session button.

## Put a Call on Hold

Press **Hold** .

To resume a held call, press **Hold**  again.

## Transfer a Call to Another Person


From a call that is not on hold, press **Transfer** .

Enter the other person's phone number.

Press **Transfer**  again.

## Add Another Person to a Call

From a connected call that is not on hold, press **Conference**

 and do one of the following:

- Enter the phone number for the party you want to add and press the **Call** softkey.
- Press **Active calls** to select a held call.

Press **Conference**  again.

The conference begins.

## Make a Call with a Headset

Plug in a headset.

Enter a number using the keypad.

Press **Headset** .

## Make a Call with the Speakerphone

Enter a number using the keypad.


Press **Speakerphone** .

## Mute your Audio


Press **Mute** .

Press **Mute** again to turn mute off.

## Adjust the Volume in a Call

Press **Volume**  left or right to adjust the handset, headset, or speakerphone volume when the phone is in use.

## Adjust the Ringtone Volume

Press **Volume**  left or right to adjust the ringer volume when the phone is not in use.

## Change the Ringtone

Press **Applications** .

Select **Settings > Ringtone**.

Scroll through the list of ringtones and press **Play** to hear a sample.

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

## Adjust the Screen Brightness

Press **Applications** .

Select **Settings > Brightness**.

Press the Navigation cluster left to decrease, or right to increase, the brightness.

Press **Save**.

## Change the Font Size

Press **Applications** .

Select **Settings > Font Size**.

Select a font size.

Press **Save**.

## View Your Recent Calls


Press **Applications** .

Select **Recents**.

## Forward All Calls


Press the **Forward all** softkey.

Enter the number that you want to forward to, or press

**Messages**  to forward to Voicemail.

To receive calls again, press the **Forward off** softkey.

## Listen to Your Voice Messages

Press **Messages**  and follow the voice prompts.