Enter Data

Use the dialpad keys to enter information.

To type with the dialpad keys:

» Press a key repeatedly to view the character options and stop to select.

To backspace, press ⟨⟨ .

To type other characters:

» Press **Encoding**.

When using the dialpad keys, use the 1, *, 0, and # keys.

Place Calls

You can only have one active call in progress on your phone.

You can use the handset, speakerphone, or headset for calls. During a call, you can change modes by picking up the handset, or by pressing 🔊 or ☊.

To place a call:

» Do one of the following:

➢ Pick up the handset, press 🔊 or ☊, enter the phone number, and press **Send**.

➢ Enter the phone number, press **Dial** and pick up the handset, or press ☊.

➢ From the Lines screen, press the Line key, enter the phone number, and select **Send**.

➢ From the Home screen, select **New Call**, enter the phone number, and press **Send**.

➢ Select a **Favorite** from the Home screen.

➢ Select a contact from the **Recent Calls** list and select **Dial**.

➢ Select a contact from the **Contact Directory** and select **Dial**.

Answer Calls

You can answer calls using the handset, speakerphone, or a headset.

To answer a call:

» Do one of the following:

➢ To answer with the speakerphone, press 🔊 or press **Answer** soft key.

➢ To answer with the handset, pick up the handset.

➢ To answer with a headset, press ☊.

End Calls

You can only end active calls. To end a held call, you must resume the call first.

To end an active call:

» Replace the handset in the cradle, press 🔊 or ☊, or press the **End Call** soft key.

To end a held call:

1 Highlight the held call and press **Resume.**

2 Press **End Call**.

Hold and Resume Calls

You can have multiple calls on hold and resume a call at any time.

To hold a call:

» Highlight the call and press the **Hold** soft key.

To resume a call

» Highlight the call and press the **Resume** soft.

Transfer Calls

You can transfer calls to any contact and choose the way to transfer the call.

To transfer a call:

1 Press and hold the **Transfer** soft key.

2 Choose **Blind** or **Consultative**.

3 Dial a number or choose a contact.

If you chose **Blind**, the call is transferred immediately.

4 If you chose **Consultative**, press the **Transfer** soft key after speaking with your contact.

Forward Calls

You can forward an incoming call to a contact or forward all incoming calls to a contact.

To forward an incoming call:

1 On the **Incoming Call** screen, select **Forward**.

2 Enter your contact's number and select **Forward**.

To forward all incoming calls:

1 On the Home screen, select **Forward**.

2 If you have more than one line, select a line.

3 Choose either **Always**, **No Answer**, or **Busy**.

4 Enter a contact's number, and select **Enable**.

If you chose **No Answer**, you can enter the number of rings before the call is forwarded.

To disable call forwarding:

1 On the Home screen, select **Forward** or on the Idle Screen, press the **Fwd** softkey.

2 If you have more than one line, select a line.

3 Choose your forwarding type and select **Disable**.

Initiate a Conference Call

You can initiate a conference call with up to eight contacts.

To initiate a conference call:

1 Call a contact.

2 Select **Conference** and call your next contact.

3 When your contact answers, select **Conference**.

You can also join an active and held call into a conference call.

To join two calls into a conference call:

» On the Calls screen, select **Join**.

Manage Conference Calls

With the Conference Management feature enabled, you can manage all or individual conference participants when you initiate a conference call.

To manage all conference participants:

» Do one of the following:

➢ Select **Hold** to hold all participants.

To manage individual participants:

1 Highlight a participant and Select **Manage**.

2 Do one of the following:

➢ Select **Far Mute** to mute the participant.

➢ Select **Hold** to place the participant on hold.

➢ Select **Remove** to remove the participant from the conference and end the call with the participant.

➢ Select **Information** to view information for the participant.

View Recent Calls

You can view recent placed, received, and missed calls.

To view recent calls:

» Select **Dirs > Recent Calls**.

View the Contact Directory

You can view and add contacts to the Contact Directory.

To view the Contact Directory:

» From the Home screen, select **Dirs > Contact Directory**.

To add a contact to the Contact Directory:

1 In the Contact Directory, select **Add**.

2 Enter the contact's information and select **Save**.

You can enter a number between 1 and 99 in the **Favorite Index** field to make a contact a favorite.

Listen to Voicemail

When you have new voicemail messages, the messages icon ✉ displays on your line.

To listen to voicemail:

1 On the Home screen, select **Msgs**.

2 Select **Message Center > Connect**.

Mute the Microphone

You can mute or unmute your microphone during calls.

To mute or unmute your microphone:

» Press 🔇.

Microphone Mute or **Microphone Unmute** will display on the screen.

Enable Do Not Disturb

You can enable Do Not Disturb when you do not want to receive calls.

To enable or disable Do Not Disturb:

» On the Home screen or Idle Screen, select **DND**.

Set Ringtones

You can set ringtones for incoming calls from all contacts and from individual contacts.

To set a ringtone for incoming calls:

» Select **Settings > Basic > Ring Type** and select a ringtone.

To set a ringtone for individual contacts:

1 Select **Dirs > Contact Directory**.

2 Choose a contact and select **Edit**.

3 Choose a ringtone and select **Save**.

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