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 or Mode.

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 or .
  ➢ 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.

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 hold a call:
» Highlight the call and press the Hold soft key or press .

To resume a call
» Highlight the call and press the Resume soft key or press .

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 or press .
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 or press 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**.
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 24 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
When you initiate a conference call, you can manage all or individual conference participants:

To manage all conference participants:
» Do one of the following:
   - Select **Hold** to hold all participants.
   - Select **Mute** to mute 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 create a separate call with the participant.
   - Select **Information** to view information for the participant.

### View Recent Calls
You can view placed, received, and missed calls.

To view recent calls:
» Select **Directories > Recent Calls**.

### View the Contact Directory
You can view and add contacts to the Contact Directory.

To view the Contact Directory:
» Select **Directories > 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 **Messages** or press 📞.
2. Select **Message Center > Connect**.
3. Follow the prompts.

### Mute the Microphone
You can mute or unmute your microphone during calls.

To mute or unmute your microphone:
» Press 🗣️.
   The key glows red when your microphone is muted.

### 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, 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 **Directories > Contact Directory**.
2. Choose a contact and select **Edit**.
3. Choose a ringtone and select **Save**.