Home Screen
Displays messages, settings, and information.
Available any time.

Calls Screen
Displays all active and held calls.
Available for active or held calls.

Lines Screen
Displays phone lines, favorites, and conditional soft keys.
Available any time.

Switch between Phone Screens
View any screen on phone from other screens.

Switch screens:
- Press to view Home, Lines, or Calls screens.

Answer Calls
Answer calls via handset, headset, or speakerphone.

To answer a call (choose one):
- Pick up handset.
- Press to answer on handset.
- Press or tap Answer soft key to answer on speakerphone.

Hold and Resume Calls
Continue a conversation with a contact who is on hold. Multiple calls can be on hold at one time.

Place call on hold:
- Press Hold soft key or press .

Resume held call:
- Press Resume soft key or press .

Enable Do Not Disturb
Enable when unavailable to receive calls; calls will go directly to voice mailbox.

Enable or disable Do Not Disturb:
- On Home Screen, select DND.

End Calls
Disconnect active or held calls.
End an active call (choose one):
- Return handset in cradle, press or End Call soft key.

End a held call:
1. Press Resume.
2. Press End Call.

Place Calls
Limited to one active call at a single time.

To place a call (choose one):
- Pick up handset, press or , enter phone number, and press Send.
- Enter number, press Dial, pick up handset, or press.
- Press Line key, enter number, and press Send.
- Select New Call, enter number, and press Send.
- Select a Favorite from home screen.
- Select contact from Recent Calls.
- Select contact from Contact Directory.

Transfer Calls
Transfer calls to any contact using either of the two transfer types: Consultative (default) and Blind.
Consultative (warm) Transfer: Transfer call after speaking to contact. Caller id will show transferring number.
Blind (cold) Transfer: Immediately transfer calls. Caller id will show originating caller’s number.

For Consultative Transfer:
1. Press Transfer soft key or .
2. Dial number or choose contact.
3. Wait for third party to answer.
4. Introduce the call.
5. Press Transfer soft key or .

For Blind Transfer:
1. Press and hold Transfer soft key or .
2. Select Blind.
3. Dial number or choose contact; press Send.

View Contact Directory
View and add contacts to Contact Directory.

View Contact Directory:
- Press > Select Directories > Contact Directory.

Add contact to Contact Directory:
1. Press > Select Directories > Contact Directory.
2. Select Add.
3. Enter contact’s information, select Save.
4. Enter a number between 1 and 99 in Favorite Index field to make a contact a favorite. Delete Favorite Index value to remove favorite but keep as contact.

Listen to Voicemail
Message icon will be displayed on line.

Listen to voicemail:
1. Press .
2. Follow the prompts.

Forward Calls
Forward calls to a contact.

Forward all incoming calls:
1. Select Forward on home screen.
2. Choose Always, No Answer, or Busy.
   - If No Answer, enter a value to specify number of rings before call will forward.
3. Enter a contact’s number.
4. Tap Enable.

Disable call forwarding:
1. Select Forward from home screen.
2. Choose forwarding type.
3. Select Disable.

Initiate Three-Way Conference Call
Add an additional contact to an active call.

To initiate a conference call:
1. During active call, tap More.
2. Select Conference; call additional contact.
3. Once contact answers, select More.
4. Select Conference.

Set Ringtones
Set incoming ringtones for a single or all contacts.

Set ringtone for incoming calls:
- Select Settings > Basic > Ring Type.
- Select ringtone.