



MAKE A CALL

- Do one of the following:
 - Pick up Handset.
 - Press Speakerphone button.
 - Press Headset button.
 - On the Touchscreen, tap **Calls** then tap
- Enter the contact number on the Keypad.
- Tap

CALL A CONTACT

- On the Touchscreen, tap **Calls**.
- Tap
- Enter the contact information to search for the desired contact.
- Tap

Tip: You can tap to search for a contact.

PLACE A CALL FROM HISTORY

- On the Touchscreen, tap **Calls**.
- Tap **Recents** and tap the desired contact.
- Tap

TIP: You can recall the last contact you called, press the Redial button.

RECEIVE A CALL

- Pick up the Handset, press the Headset or Speakerphone button, OR tap the notification on the Touchscreen to **Accept** or **Decline**.



Tip: To answer a call when in a call, tap on the screen. *The active call is placed on hold and the incoming call becomes active.*

In-Call Features

PLACE A CALL ON HOLD

- During a call, press the **Hold** button on the phone or tap > **Put call on hold**. When ready, tap **Resume**.

Tip: If multiple calls are placed on hold, tap on the right side of the desired held call.



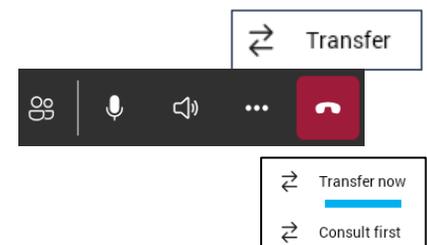
MUTE YOUR LINE

- During a call, press the **Mute** button on the phone or tap on the screen. To unmute, press the **Mute** button on the phone again or tap on the screen.

TRANSFER A CALL

Blind Transfer

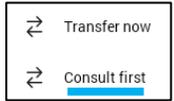
- During a call, tap > **Transfer** > **Transfer now**. *The call is placed on hold.*
- Select the desired contact OR search for a contact OR enter a phone number. *The call immediately transfers to the intended recipient.*



TRANSFER A CALL

Consultative Transfer

1. During a call, tap  > **Transfer** > **Consult first**. *The call is placed on hold.*
2. In the **Consult** field, select the desired contact OR search for a contact OR enter a phone number.
3. After the recipient agrees to take the call, tap  beside the contact. *It prompts you to confirm the transfer.*



Basic Settings

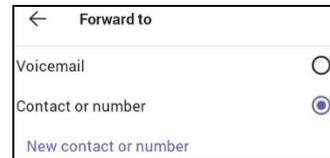
FORWARD CALLS TO VOICEMAIL

1. On the Touchscreen, tap on your **Profile picture** then scroll to **Settings** > **Calling**.
2. Enable **Call forwarding**.
3. Tap the **Forward to** field, then select **Voicemail**.



FORWARD CALLS TO A CONTACT/NUMBER

1. On the Touchscreen, tap on your **Profile picture** then scroll to **Settings** > **Calling**.
2. Enable **Call forwarding**.
3. Tap the **Forward to** field, then select **Contact or number**.
4. Add the desired number. *The incoming calls are automatically forwarded to the contact or number.*

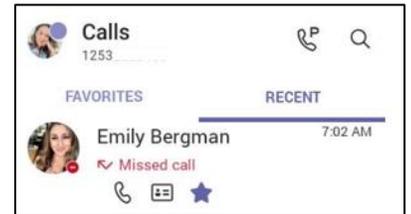


ADDING FAVORITES/SPEED DIALS

1. On the Touchscreen, tap **Calls**.
2. Tap **Recents** and tap the desired contact. *A menu will open below with the selected contact.*
3. Tap .

Your contact now appears on the Calls page under Favorites.

Tip: To remove a favorite, deselect the star or tap  next to the desired contact and tap **Remove speed dial**.



VOICEMAIL

1. On the Touchscreen, tap **Voicemail**.
2. Tap the desired voicemail
3. Tap  to **play** the voicemail.
4. To change the playback speed of the voicemail, tap .
5. To pause the playback, tap  then tap  to resume the playback.

Tip: Tap the **call** icon to return the call or tap **delete** as needed.

