

Use the **Softkeys** beneath the screen and the **Back** button and **Navigation** cluster to move around and make selections.

### MAKE A CALL

1. **Do one of the following:**
  - Pick up the Handset and dial the number.
  - Press the Headset or Speakerphone button on the phone.
  - From the Home screen, press the **Calls** softkey.
2. Use the navigation cluster to search for and select a contact or choose from your **Favorites** or **Recents**.
3. Next to the contact's name, select **Call**.



### RECEIVE A CALL


When someone calls you, you'll get a notification on the screen that lets you **Accept** or **Decline**.

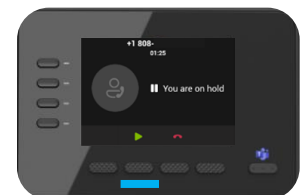
*Alternatively, you can pick up the handset to Make and Receive calls.*



## In-Call Features

### PLACE A CALL ON HOLD

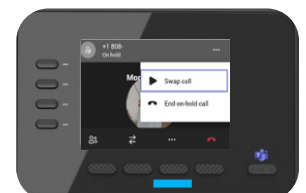
- During an active call, press the **Hold** button  on the phone.
    - Press the Hold button again to resume the call.
- OR
- Press the **3 dots** softkey and use the navigation cluster to choose **Put call on hold**.
    - Press the **Play** softkey, to resume the call.




### MANAGE MULTIPLE CALLS

- During an active call, press the green **Phone** softkey to answer the incoming call. *The original call will automatically be placed on hold. Repeat as needed for each incoming call.*
- To resume a call, press the **3 dots** softkey then select **Swap call** to return to each call or select **End on-hold call** when needed.

*Tip: All active calls will be visible at the top of the screen.*




### MUTE YOUR LINE

- Press the **Mute** button  on the phone to mute your line. Press it again to unmute.

### TRANSFER A CALL – During an active call


#### Blind Transfer

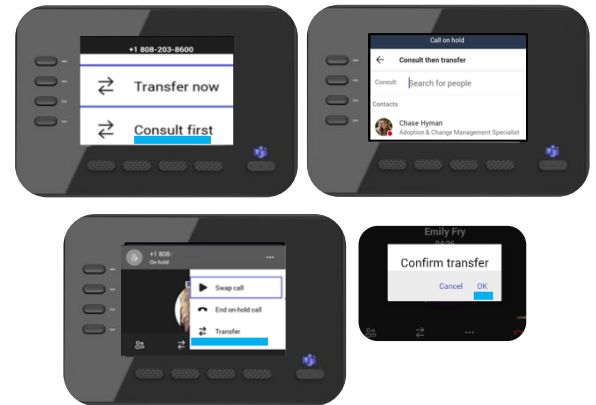
- Press the **Transfer** button  on the phone.
- Select **Transfer now**. *The call is automatically placed on hold.*
- In the **Search for people** field search for a contact and select them or enter a phone number. *The call transfers to the intended recipient and is disconnected from you.*



### TRANSFER A CALL

#### Consultative Transfer

- Press the **Transfer** button  on the phone.
- Select **Consult first**. *The call is automatically placed on hold.*
- In the **Consult: Search for people** field search for a contact and select them or enter a phone number.
- After the intended recipient agrees to take the call, press the **3 dots** softkey.
- Press **Transfer**, then select **OK** to confirm the transfer.



## Basic Settings

### FORWARD ALL CALLS

- Navigate to the **3-dash** icon.
- Select **Settings**, then select **Calling**.
- Toggle **Call forwarding** on.
- Choose Forward to **Vicemail** OR **Contact or number**.



### VOICEMAIL

- Press the **Voicemail** softkey.
- Navigate to the desired voicemail.
- To listen, select the **Play** icon.

**Note:** Press the **Calls** softkey to return the call or press the **Trashcan** softkey to delete.

