Setup Assistant

The Setup Assistant runs automatically the first time that you use your phone. To set up Email, Chat, WebEx, and Visual Voicemail, follow the onscreen instructions.

Connect to wireless network

1. Tap 📲.
2. Tap Settings.
3. Toggle on Wi-Fi.
4. Select a wireless network from the list of available networks.
5. Enter your credentials and tap Connect.

Lock screen

To unlock the screen, enter your PIN and press #.

Log in with Cisco Extension Mobility

1. Tap Sign In As New User.
2. Enter your user ID and PIN.
3. If you are prompted, select a device profile.

Adjust screen timeout

1. Tap 🕒.
2. Tap Settings.
3. Tap Display.
4. Tap Sleep.
5. Select the length of time that your phone can be inactive before the screen locks.

Gestures

<table>
<thead>
<tr>
<th>Gesture</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tap</td>
<td>Use your fingertip to press the touchscreen.</td>
</tr>
<tr>
<td>Tap and hold</td>
<td>Tap and wait two seconds.</td>
</tr>
<tr>
<td>Swipe</td>
<td>Tap and move.</td>
</tr>
<tr>
<td>Drag</td>
<td>Tap and hold, then move.</td>
</tr>
<tr>
<td>Double tap</td>
<td>Tap twice in quick succession.</td>
</tr>
<tr>
<td>Pinch open</td>
<td>Tap with two fingers, then move your fingers apart.</td>
</tr>
<tr>
<td>Pinch close</td>
<td>Tap with two fingers, then move your fingers together.</td>
</tr>
</tbody>
</table>

Navigation

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>🍀</td>
<td>Tap Back to go to the previous page or application, or to dismiss the onscreen keyboard.</td>
</tr>
<tr>
<td>🏡</td>
<td>Tap Home to view the home screen.</td>
</tr>
<tr>
<td>📞</td>
<td>Tap Phone to launch the phone application.</td>
</tr>
<tr>
<td>📚</td>
<td>Tap Recents to view the list of recently used applications.</td>
</tr>
</tbody>
</table>

Phone application

Place call

To a contact
1. Tap 📞.
2. Drag a contact from the contact list to the call.

With speakerphone
1. Press 🎤.
2. Dial the number.

With headset
Press 🎧 or 📞 and enter a number. If 🎤 is lit, press New Call and enter a number.

End call

With speakerphone
Press 🎤 or 📞.

With headset
Press 🎧 or 📞.

Keep another call on same line
Press 📞. If necessary, remove the call from hold first.

Widgets

Use widgets to access phone features and other applications on your home screen.

To add a widget to the home screen:
1. Tap 📲.
2. Tap Widgets.
3. Tap and hold a widget.
4. Drag the widget to an empty space on the home screen.
Answer call
To answer a call, lift the handset. Or, tap Answer.

With speakerphone
Press or tap Answer.

With headset
Press . Or, if is lit, press Answer.

During an active call
Tap Answer.

Divert call to Voicemail
Tap Divert.

Mute
To mute a call:
1. Press .
2. To unmute a call, press again.

Hold call
To place a call on hold:
1. Make sure that the call you want to put on hold is highlighted.
2. Press .

Multiple calls
An active call goes on hold whenever you pick up an incoming or held call, start a new call, or initiate a transfer or a conference.

Call Forward
To forward your calls:
1. Tap and enter a target phone number.
2. To cancel Call Forward, tap again.

Transfer
To transfer a call:
1. Press .
2. Enter the target number.
3. To complete the transfer, press again or press End to cancel.
4. If your phone has on-hook transfer enabled, complete the transfer by hanging up.

Conference
To create a conference call:
1. From a call, press .
2. Enter the phone number of the participant.
3. Wait for the call to connect.
4. To add the participant to your call, press again.
5. To add more participants, repeat Steps 1 to 4.

Add contact to conference
1. Tap .
2. Drag a contact from the contact list to the call.
3. Repeat to add additional participants.

Do Not Disturb
To turn Do Not Disturb on and off:
1. Tap Do Not Disturb to turn it on.
2. To turn it off, tap Do Not Disturb again.

Call history
To view your call history, tap Recents.

Voicemail
To view your voice messages:
1. Tap Recents.
2. Tap Messages.

Play voice message
Tap Play.

Contacts
To view your contacts, tap Contacts.

Quick Contact Badge
Tap an avatar for one of your local contacts. If you see an arrow in the bottom corner, the Quick Contact Badge is available.

During a WebEx meeting, participants can:
• Join the audio conference
• View shared presentations
• See and chat with other participants

Other applications

Calendar
To schedule and keep track of your events, use the Calendar application.

Add event
To add an event to your calendar, tap + Event.

Email
To send and receive email from multiple accounts, use the Email application.

Send email message
To send an email message, tap + New Message.

Jabber IM
To chat with your contacts and to update your status, use the Chat application.

Start conversation
To start a conversation, tap a contact name.

Cisco WebEx
To participate in WebEx meetings, use the WebEx application.

Settings
To edit and customize phone settings and applications, or to view the User Guide and other documentation, use the Settings application.