Your Phone

1. Indicator light (LED) and headset port
2. Speaker button
3. Softkey buttons, navigation cluster, and call control buttons
4. Keypad
5. Left side buttons

Turn On Your Phone

Press and hold Power/End Call until the red LED lights.

Turn Off Your Phone

1. Press and hold Power/End Call for 4 seconds.
2. Press Power off.

Make a Call

1. Enter a phone number.
2. Press Answer/Send.

Answer a Call

Press Answer or Answer/Send.

Put a Call on Hold

1. Access the Phone app.
2. Press Hold.

View Your Recent Calls

1. Access the Recents app.
2. Select Recents.
3. Select a line or All recents.

Transfer a Call to Another Person

1. Access the Phone app.
2. Press More and select Transfer.
3. Enter the number to call or select an entry from your recent calls.
4. Press Transfer.

Add Another Person to a Call

1. Access the Phone app.
2. Press More and select Conference.
3. Do one of these actions.
   • Dial a number and wait for the person to answer.
   • Select an entry from your Recents list and wait for the person to answer.
   • Select another held call on the same line.
   • Press the right Navigation key, select a line, and select a held call on that line.
4. Press Merge.

Mute Your Audio

1. Press Mute.
2. Press Mute again to turn mute off.

Make a Call with a Headset

1. Access the Phone app.
2. Select a line.
3. Enter a phone number.
4. Press Answer/Send.
Make a Call with the Phone Speaker
1. Press and hold \( \text{ } \) to activate the speaker.
2. Dial the phone number.
3. Press Answer/Send \( \text{ } \) to place your call.
4. Press and hold \( \text{ } \) again to turn off speaker mode.

Access Your Voicemail Service
1. Press and hold the One (1) \( \text{ } \) button.
2. Follow the prompts.

Forward Calls From Your Phone
1. Access the Phone app.
2. Select a line.
3. Press More and select Forward all.
4. Enter the number to receive the calls or select an entry from your Recents call list.

Turn Off Call Forward From Your Phone
1. Access the Phone app.
2. Select the forwarded line.
3. Press More and select Forward off.

Adjust the Volume During a Call
Press Volume \( \text{ } \) up and down to adjust the volume while you are on a call.

Adjust the Phone Ringer Volume
Press Volume \( \text{ } \) up and down to adjust the ringer volume when the phone rings.

Change the Ringtone
1. Access the Settings app.
2. Select Phone settings > Sounds > Ringtone
3. Select a line.
4. Highlight a ringtone.
5. Press Play to hear the ringtone.
6. Press Select to use the ringtone

Adjust the Screen Brightness
1. Access the Settings app.
2. Select Phone settings > Display > Brightness
3. Use the arrow keys of the Navigation cluster to adjust the brightness.
4. Press Save.

Change the Font Size
1. Access the Settings app.
2. Select Phone settings > Display > Font size
3. Select the setting required.

Change the Screen Display Timeout
1. Access the Settings app.
2. Select Phone settings > Display > Sleep.
3. Select the time setting required.

Charge the Battery with the AC Power Supply
1. Plug the USB cable into the bottom of the phone with the pins aligned.
2. Plug the USB cable into the power adapter.
3. Plug the power adapter into the electrical outlet.

User Guide