Enter Data
Use the onscreen keyboard to enter information.

Use onscreen keyboard:
» Tap a text field or tap .

Place Calls
Calls can be placed to contacts from Contacts, Recent Calls, or to a favorite.

Place a call:
» Do one of the following from Home screen:
  ➢ Tap , enter phone number, and tap .
  ➢ Tap a Favorite.
  ➢ Tap Contacts, select a directory, select a contact, and tap Dial.
  ➢ Tap Recent Calls and select a contact.
  The contact is dialed automatically.

End Calls
Only active calls can be ended.

End active call:
» Tap Hang Up.
To end a held call, resume the call first.

End held call:
» Tap Resume > Hang Up.

Hold and Resume Calls
Any active audio or video call can be placed on hold and then resumed when ready.

Place call on hold:
» Tap Hold.

Resume call:
» Tap Resume.

Answer calls
Incoming calls can be answered or declined.

Answer a call:
» Tap Answer.

Initiate Conference Call
Initiate conference call with up to four contacts.

Initiate conference call:
1 Call a contact.
2 Tap Add and enter contact’s number or select a contact from Contacts or Recent Calls.
Active and held calls can be joined into a conference call.

Join two calls:
» From Calls screen, select two calls and tap Merge Calls.

Manage Conference Calls
Individual or all participants may be muted or removed by the host.

Mute all conference participants:
» Tap conference name and tap Mute All.

Manage individual participants:
» Tap participant, then do one of the following:
  ➢ Tap Mute to mute
  ➢ Tap Hang Up to remove

Adjust Volume
Adjust call or ring tone volume using volume keys.

Adjust volume:
» Tap + volume up or – volume down buttons.

Mute Microphone
Microphone can be muted at any time.

Mute Microphone:
» Tap Mute or the Mute keys on the system or microphone.
  Mute icon turns red and Mute keys glow red.

View Recent Calls
View placed, received, and missed calls.

View recent calls:
» Tap Recent Calls.

View Contact Directory
View and add contacts to the Contact Directory.

View Contact Directory:
» Navigate to Contacts > Contact Directory.

Add contact to Contact Directory:
1 In Contact Directory, tap .
2 Enter contact’s information and tap Save.

Add Favorite
Contacts can be added as a favorite. All favorites display on Home screen.

Add a favorite:
1 Navigate to Contacts > Contact Directory, select a contact.
2 On Details screen, tap .
The Favorites icon changes to blue, and the contact is added to the Home screen.
Contacts added as Favorites display first in the Contact Directory.