Placing a Call

1. Dial the number to call
2. Pick up handset
   OR
3. Press the ⊚ button
   OR
4. Press the ⏵ button

Answering a Call

1. Pick up handset
2. Tap the **Answer** icon
   OR
3. Press the ⊚ button
   OR
4. Press the 🔊 button

Rejecting an Incoming Call

1. Tap the **Reject** icon to silence the phone ringer
2. The call we be directed straight to voicemail

Ignoring an Incoming Call

1. Tap the **Ignore** icon to silence the call
2. Tap the **Answer** icon within the default ring cycle

Transferring Calls Attended

1. Tap the **Transfer** icon while on an active call
2. Enter number of the recipient
3. Tap the **Transfer** icon again after hearing the ring-back tone or after speaking with the recipient
4. Tap the **Cancel** icon to stop the transfer

Transfer a Call Unattended

1. Tap the **Transfer** icon while on an active call
2. Tap the **Blind** icon
3. Enter number of the recipient to complete the transfer

Forwarding an Incoming Call

1. Tap the **Forward** icon during an incoming call
2. Enter the number to forward the call to
3. Tap the **Forward** icon again

Forwarding All Calls

1. Tap the **Forward** icon
2. Select the desired forwarding type
   a. **Always**
   b. **Busy**
   c. **No Answer**
3. Enter the number to forward the calls to
4. Tap the **Enable** icon to turn feature on

Searching for a Contact

1. Tap the **Directories** icon from the Home view
2. Tap the **Search** icon
3. Enter criteria in the fields by triple-tapping text
   OR
4. Tap the ▦ to display the on-screen keyboard
5. Tap the ⌫ to backspace
6. Tap the **Search** icon when done
7. Tap the **name**, then the **green extension** icon to call a contact

Adding or Editing a Contact	Conference Calls	Managing Conference Calls
1. Tap the ➕ icon from the Contact directory 2. Add relevant information to the fields 3. Remove the Index number to stop a contact from appearing as a speed dial **OR** 4. Tap the ✏ icon to edit a contact 5. Amend the relevant fields 6. Tap the **Save** icon to save the information 7. Tap the 🗑 icon to delete a contact from the directory	1. Tap the **More** icon during an active call 2. Tap the **Confrnc** icon 3. Enter the number of second participant 4. Tap the **Confrnc** icon once the participant answers	1. Tap the **Hold** icon to place participants on hold 2. Tap the **Resume** icon to resume the call 3. Tap the **Split** icon to move participants into separate calls 4. Toggle between each call privately **OR** 5. Press the **End Call** icon on an selected line to end each individual call
Utilizing a Buddy List	**Ending Conference Calls**	**Setting Up Voicemail**

To Add a Buddy
1. Select a speed dial contact from the **Contact Directory**
2. Tap the **Edit** icon
3. Navigate to **Watch Buddy**
4. Tap the **Enable** icon
5. Tap the **Save** icon
To Call from the Buddy List
1. Tap the **More** icon then the **Buddies** icon
2. Select a buddy
3. Tap the **Dial** icon to initiate the call
	1. Tap the **End Call** icon to terminate your participation on the call
	2. Have all callers hang up to terminate the entire conference call
		1. Tap the **Messages** button **OR**
		2. Tap the **New Call** icon and dial *123
		3. Enter the default pin (4-digit extension)
		4. Reset pin
		  a. 4 - 15 digits
		  b. Non sequential
		  c. Non repetitive digits
		5. Follow menu prompts
		6. Tap the **Messages** button to access voicemail when alerted of a new message