

## Your Phone

- ① LED bar
- ② Wired microphone ports
- ③ Mute bar
- ④ Softkey buttons
- ⑤ Navigation bar and Select button
- ⑥ Volume key

## LED Bar States

The LED bar illuminates to indicate status:

- Green, solid—Active call
- Green, flashing—Incoming call
- Green, pulsing—Held call
- Red, solid—Muted call

## Make a Call

Enter a number and press **Call**.

## Answer a Call

Press **Answer**.

## Put a Call on Hold

1. Press **Hold**.
2. To resume a call from hold, press **Resume**.

## View Your Recent Calls

Press **Recents** or press the up navigation key.

## View Your Favorites

Press **Favorites** or press the down navigation key to see your speed-dial numbers.



## Add Another Person to a Call

1. From an active call, press **Conference**.
2. Enter a number.
3. (Optional) Wait until you hear ringing or until the other person answers the call.
4. Press **Conference**.

## Transfer a Call to Another Person

1. From a call that is not on hold, press **Transfer**.
2. Enter the other person's phone number.
3. (Optional) Wait until you hear ringing or until the other person answers the call.
4. Press **Transfer** again.

## Mute Your Call

1. Press **Mute**  on the phone or **Mute**  on the extension microphone.
2. Press **Mute** again to turn mute off.


## Listen to Voice Messages

Press **Messages** and follow the voice prompts.


## Forward All Calls

1. Press **Forward all**.
2. Dial the number that you want to forward to, or press **Message**.
3. When you return, press **Forward off**.

## Adjust the Volume in a Call

Press **Volume**  up or down to adjust the volume when the phone is in use.


## Adjust the Ringer Volume

Press **Volume**  up or down to adjust the ringer volume when the phone is not in use.


## Change the Ringtone

1. Select **Settings > Preferences > Ringtone**.
2. Scroll through the list of ringtones and press **Play** to hear a sample.
3. Press **Set** to save a selection.

## Change the Brightness

1. Select **Settings > Preferences > Brightness**.
2. Press the navigation bar  up to increase brightness and down to decrease brightness.
3. Press **Save**.

## Pair a Wireless Microphone

1. Select **Settings > Admin Settings > Microphones > Wireless Microphone**.
2. Select either **Microphone 1** or **Microphone 2**, and press **Pair**.
3. Press **Mute**  on the wireless microphone until the microphone LED blinks white.

## Unpair a Wireless Microphone

1. Select **Settings > Admin Settings > Microphones > Wireless Microphone**.
2. Select either **Microphone 1** or **Microphone 2**.
3. Press **Unpair** on the base unit.

## Charge a Wireless Microphone

1. Place the microphone in the charging cradle.
2. If the LED is not white, remove the microphone and replace it in the cradle.

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