Available features may vary. Particular feature set is based on the original order and the system administrator’s requests for each deployment. Please contact your system administrator or Telesystem directly to discuss any additions to the system.

**Phone Views**

Your phone has four main views: Home, Calls, Active Call and Lines view (the default). You can access Home and Lines view at any time. If your phone has one or more calls, you can also access Calls or Active Call view.

For Home view from any menu, press [Home] to alternate between Home and Lines view.

**Home View**

Home view displays icons you can select to access phone functions.

**Lines View**

Lines view displays phone lines, Favorites, and soft keys.

**Calls View**

If your phone has one or more calls, you can access Calls view.

**Call color indicates status:**

- Medium grey - active call
- Dark grey - incoming call
- White - held call

Use the up and down arrow keys to select a call (highlight it). The soft keys control the highlighted call.

**Entering Data**

Use the dialpad keys to enter information. To backspace, press [Backspace].

To type with the dialpad keys, press a key repeatedly to view the character options and stop to select.

To type other characters, press [Encoding] or [Mode]. When using the dialpad keys, use the 1, *, 0 and # keys.
About Calls
Only one call can be active at one time.
You can use the handset, speakerphone, or headset for calls. During a call, you can change
modes by picking up the handset, or by pressing (-transfer) or (-end call).
If you navigate away from your call(s), press (Main Menu) to see Active Call or Calls view again.
When in Calls view, switch to Lines view by pressing More > Lines.
Switch back to Calls view by pressing More > Calls.

Placing Calls
Pick up the handset, or press (-transfer) or (-end call). Enter the phone number, and press (Send).
Or enter the phone number first, then press (Dial), pick up the handset, or press (-transfer) or (end call).
From Lines view: Press the phone Line key, enter the phone number, and press (Send).
From Home view: Select New Call using the left and right arrow keys. Enter the phone number, and press (Send).

Answering Calls
To answer with the speakerphone, press (Answer) or tap Answer. To answer with the handset,
pick up the handset. To answer with a headset, press Answer. To answer a new call while on an active call, press Answer. The current call will be held.

Ending Calls
To end an active call, replace the handset, press (Hang Up), or press (End Call). Or, press (End Call).
To end a held call, navigate to Calls view and highlight the held call. Press Resume, and press End Call.

Holding Calls
From Calls view, press Hold or (Hold). Remember to highlight the call first.
To resume a held call, press Resume or (Resume) again.

Transferring Calls
From Calls view, press Transfer or (Transfer), and call the other party. When you hear the
ringtone, or after you talk with the other party, press Transfer or (Transfer) again. Press Blind to complete a transfer without waiting for the ringback tone.

Forwarding Calls
To enable call forwarding, press Forward from Home or Lines view. Select the forwarding
type to enable, enter a forwarding number, and press Enable.
To disable call forwarding, press Forward from Home or Lines view, select the forwarding
type to disable, and press Disable.
To enable per-call forwarding: As your phone rings, press Forward, enter the forwarding
number, and press Forward.

Placing Conference Calls
Call the first party, and after the call connects, press More, and select (Conference). Then, dial
and connect with the second party and press (Conference) again.
From Lines or Calls view, you can:
• Press (Hold) to hold all participants.
• Press (End Call) to remove yourself from the call, but keep the other participants
connected.
• Press (Manage) (if available) to manage each participant.
• Press (Split) to end the conference and hold all participants.

Favorites
Favorites are contacts you call most often. Your Favorites list displays all your Favorites. A
smaller number of Favorites displays in Lines view.
To view your Favorites list—From Home view, press (Contacts) and select Directories > Favorites.
To make a contact a Favorite—Navigate to your Contact Directory and select the contact.
Press Info, press More, and select Add to Favorites. Press Yes to confirm.
To dial a Favorite—Press the Favorite from Home or Lines view, or from your Favorites list.

Viewing Recent Calls
From Lines view, do one of the following:
• Press (Recent Calls), select Directories, and select Recent Calls to view your Recent Calls list.
• Press the right arrow key to view the recent Placed Calls.
• Press the left arrow key to view the recent Received Calls.
• Press the down arrow key to view the recent Missed Calls.
• Press the up arrow key to view Favorites.
From the Recent Calls list, press Sort to sort and order calls, press Type to display only certain calls, or select a call record to call the person.

Contact Directory
To select a contact from the Contact Directory, press (Contacts).
• To view your Directory—Select Directories from Home view. Press Contact Directory on the
Directory screen.
• To add a contact—Navigate to your Contact Directory and press Add. Enter the contact’s
information, and press Save. To make a contact a Favorite, enter a Favorite Index number.
• To update contact information—Navigate to your Contact Directory and select the contact.
Press Info, press Edit, update the contact’s information, and press Save.
• To delete a contact—Navigate to your Contact Directory and select the contact. Press Info, press Delete, and press Yes to confirm.
• To search for a contact—Navigate to your Contact Directory and press Search. Enter search
criteria and press Search.
• To dial a contact from your Directory—Navigate to your Contact Directory and select the
contact. From the contact’s information screen, select the contact’s phone number.