DIALING AND PLACING CALLS
To place a call, pick up the handset and enter a number or try one of these alternatives.

REDIAL LAST NUMBER:
Press redial to redial on your primary line. To redial on another line, press the line button first.

DIAL ON-HOOK
1. Enter a number when the phone is idle
2. Lift the handset or press call, headset, or speakerphone.

ANSWERING CALLS
New calls display in these ways:
- A flashing amber line button
- An animated icon and caller ID
- A flashing red light on your handset

To answer the call, lift the handset. Or, press the flashing amber session button, answer, the unlit headset button, or the speakerphone button.

TRANSFERING CALLS
1. From an active call, press transfer.
2. Enter the transfer recipient’s phone number.
3. Press transfer again (before or after the party answers). The transfer completes.

DIRECT TRANSFER (Connect a call on hold with an active call)
You can transfer the active call to the held call either on the same line or across lines.
- From the active call, press transfer.
- Press active calls to select the held call, and press transfer again to finish the call transfer.

CONFERENCE CALLS
1. From an active call, press conference.
2. Make a new call.
3. Press conference again (before or after the party answers). The conference begins and the phone displays “Conference.”
4. Repeat these steps to add more participants.

The conference ends when all participants hang up.

JOIN CALLS
You can conference the active call with the held calls either on the same line or across lines.
- From an active call, press conference.
- Press active calls to select the held call, and press conference again to create the conference.

VIEW AND REMOVE PARTICIPANTS
During the conference, press show details. To remove a participant from the conference, scroll to the participant and press remove.
MUTING CALLS

1. While on a call, press Mute. The button glows to indicate that mute is on.
2. Press Mute again to turn mute off.

USING VOICE MAIL IF EQUIPPED

New message indicators:
- A solid red light on your handset
- A stutter dial tone.
- The voicemail icon and number display on the screen along with the one idle session button.

LISTEN TO MESSAGES

Press Messages and follow the voice prompts. To check messages for a specific line, press the line button first.

FORWARDING CALLS

1. To forward calls received on your primary line to another number, press Forward all. *If forwarding from a secondary line instead of primary then press the secondary line first.
2. To forward calls to another number, enter a phone number.
3. To forward all calls to voicemail, press Messages.
4. To cancel call forwarding, press forward off.

Call History

view call history

1. Press Applications.
2. Scroll to Recents and select or press 1.
3. Select all calls or press a line for a specific line. Your phone displays the last 150 missed, placed, and received calls. *Note you can toggle between all calls or missed calls.
4. To view details for a call, scroll to the call, press more, and then press Details.

Dial Call History

1. View your call history, or navigate to your missed or placed calls.
2. Scroll to a listing and lift the handset, or press Select.
3. To edit a number before dialing, press More> Edit Dial

USING INTERCOM IF EQUIPPED

Press ICM and dial the two digit intercom number of the other party.

CODE BLUE SPEED DIAL IF EQUIPPED

Press the code blue button to dial a Code. Can be pressed before or after lifting the headset.

UAB POLICE SPEED DIAL IF EQUIPPED

Press the UAB POLICE button to dial UAB POLICE. Can be pressed before or after lifting the headset.

CENTRAL MONITORING SPEED DIAL IF EQUIPPED

Press the Central Monitoring button to dial Central Monitoring. Can be pressed before or after lifting the headset. NOTE* There is a different sounding ringtone setup for calls coming from Central Monitoring.

PERSONALIZE SETTINGS AND TIPS

VOLUME

The volume bar is located to the left of the keypad.
- To adjust the handset, headset, or speakerphone volume, press Volume when the phone is in use.
- To adjust the ringer volume press Volume on the left (-) or right (+)
- To silence the phone when ringing, press Volume left one time. Pressing Volume multiple times lowers the ringer volume.

RINGTONE

1. Press Applications.
2. Select Settings > Ringtone.
3. Select a line.
4. Scroll through the list of ringtones and press Play to hear a sample.
5. Press Set and Apply to save a selection.

SCREEN BRIGHTNESS

1. Press Applications.
2. Select Settings > Brightness.
3. Press the Navigation cluster left or right to increase the brightness and press Save

HOW DO I NAVIGATE IN A LIST OR MENU?

Press up, down, left, or right on the four-way Navigation cluster.

KEEP TRACK OF MULTIPLE CALLS

- Ringing call – Flashes Amber
- Connected call – Solid Green
- Held Call – Flashes Green
- Shared line in use remotely – Solid Red
- Shared line on hold remotely – Flashes Red