### Getting Started
1. **Answering and Making Calls**
2. **Creating and Saving Contacts**
3. **Conference Calls**
4. **Using the Call Log**
5. **Advanced Telephone Features**

#### Answering Calls
1. If you are not on another call, lift the handset.
2. If you would like to use a different method:
   - Press the corresponding Call Line buttons, located right of the screen. (If you only press the button without lifting the handset, it will put you on speaker phone.)
   - Press the Speaker button to answer with the Speaker phone.
   - Press the Headset button to answer with your connected headset.

#### Making Calls
1. Start by either:
   - Lifting the handset;
   - Pressing the Headset button; or
   - Pressing the Speaker button;
   - Pressing the button if an idle Call Line is available. Continued in next column

#### Answering and Making Calls (Con’t)
1. Then dial the number you want to call. Remember to dial for an outside number.

#### Putting a Call on Hold
1. While in a call, press the Phone button to get to the main Phone menu.
2. Press the corresponding Call Line button to choose the call which you would like to put on hold.
3. Press the Hold softkey.
4. Press the Resume softkey to take the call off of hold.

#### Transferring a Call
1. While in a call, press the Phone button to get to the main Phone menu.
2. Press the Transfer softkey. Then either:
   - Press the Call Log softkey to find the number in the list of recent calls;
   - Press the Contacts softkey to find a person; or
   - Dial the phone number with the dialpad.
3. Press the Complete softkey to finish the transfer.

#### Creating and Saving Contacts
1. Press the Contacts button.
2. Press the More softkey.
3. Press the New softkey.
4. Enter the name using the Dialpad.
   - To enter characters using the Dialpad:
     - Press the number key that corresponds to the letter or number you want to enter until the letter or number is displayed.
     - Pause before entering the next character if the characters are on the same key.
     - Enter remaining letters or numbers.
     - To enter a space, press .
     - Press the Bksp softkey to delete the last character.
5. When finished, press the button or the OK softkey.
6. Once finished with the name, press the Down arrow to select the phone number, and proceed to enter it.
7. Press the Save softkey or the OK button.

#### Using the Call Log
1. Press the Call Log button.
2. Find the number through the process listed above.
3. Press the +Contact softkey to edit the name or number, press the Up arrow or Down arrow to select the person or number from the previous selection.
4. Press the OK button or the Call softkey.

#### Call Log to Contacts List
1. Press the Call Log button.
2. Find the number through the process listed above.
3. Press the +Contact softkey

#### Making a Call
1. Press the Call Log button.
   - If the Call Log button is glowing red, you have a missed call
2. Press the Left arrow or Right arrow to scroll through the following different call types:
   - All Calls
   - Missed Calls
   - Answered Calls
   - Outgoing Calls
3. After selecting the type of call, press the Up arrow or Down arrow to select the person or number from the previous selection.
4. Press the OK button or the Call softkey.

#### Calling Contacts
1. Press the Contacts button.
2. Scroll up or down to select the person or number you want to call.
3. Press the Call softkey or the OK button.
### Conference Calls

#### Making a Conference Call
1. Make your initial call, by either finding the contact in the contact list or by dialing the number.
2. Press the Phone button to ensure that you are in the main Phone menu.
3. Press the Conference softkey. From this menu you can either:
   - Press the Call Log softkey to find the number in the list of recent calls.
   - Press the Contacts softkey to find a person.
   - Dial the phone number with the dialpad.
4. Press the button or Join softkey to finalize the Conference.

#### Adding a Person on Hold
1. While in a call, press the Phone button.
2. Press the Details softkey.
3. Scroll to the person you want to drop with the Up and Down arrows.
4. Press the Drop softkey.

#### Dropping a Person
1. While in a call, press the Phone button.
2. Press the Details softkey.
3. Scroll to the person you want to drop with the Up and Down arrows.
4. Press the Join softkey to add your conference.

#### Voice Dialing
- **Note:** This feature is used through the Contacts menu. You must first save a few phone numbers before you will be able to use this feature. You also must either use the Speaker or Headset function, the Voice softkey will not appear if you lift the handset.
1. Start by ensuring that your handset is on the hook.
2. Press the Contacts button.
3. Press the Voice softkey.
4. There will be a check mark behind Voice and you will hear a beep. The top of the screen will read “Speak the Name you want to dial.”
5. Say the name as it is saved in your contacts list.
   - For example: if you saved the name as “John Smith”, say “John Smith” into your phone.
6. The name will show up on the screen, the phone will wait for a second, and the call will go through.

### Conference Calls & Advanced Features

#### Adjusting Brightness or Contrast
1. Press the Menu button.
2. Scroll to Options & Settings.
3. Press or the Select softkey.
4. Scroll to Screen & Sound Options.
5. Press or the Select softkey.
6. Scroll to and Select either Brightness or Contrast.
7. Press or the Change softkey.
8. Scroll to the right or left to adjust either the brightness or contrast.
9. Press Save softkey.

### Advanced Features & Phone Information

#### Portions of the information on this document are taken from Avaya’s technical documentation.