Make a Call

Enter a number and pick up the handset.

Answer a Call

Press the flashing amber line button.

Put a Call on Hold

1. Press **Hold** [⏸].
2. To resume a held call, press **Hold** again.

View Your Recent Calls

1. Press **Applications** [⚙].
2. Select **Recents**.
3. Select a line to view.

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. Press **Transfer** again.

Add Another Person to a Call

1. From a connected call that is not on hold, press **Conference** [👥].
2. Press **Active calls** to select a held call.
3. Press **Conference** again.

① Incoming call or voicemail indicator

② Feature and session buttons

③ Softkeys

④ Back, Navigation cluster, and Release

⑤ Hold, Transfer, and Conference

⑥ Headset, Speakerphone, and Mute

⑦ Voicemail, Applications, and Directory

⑧ Volume

Feature and Session Buttons

Use feature buttons (left side) to view calls on a line or access features such as Speed Dial. Use session buttons (right side) to perform tasks such as resuming a held call. If you use a locale that reads right to left, the feature and session button locations are swapped.

Buttons illuminate to indicate status:

- Green, steady: Active call
- Green, flashing: Held call
- Amber, steady: Private line in use
- Amber, flashing: Incoming call
- Red, steady: Remote line in use
- Red, flashing: Remote line on hold

Make a Call with a Headset

1. Plug in a headset.
2. Enter a number using the keypad.
3. Press **Headset** .

Make a Call with the Speakerphone

1. Enter a number using the keypad.
2. Press **Speakerphone** .

Mute Your Audio

1. Press **Mute** .
2. Press **Mute** again to turn mute off.

Forward All Calls

1. Select a line and press **Forward all**.
2. Dial the number that you want to forward to, or press **Voicemail**.
3. To receive calls again, press **Forward off**.

Adjust the Volume in a Call

Press **Volume** left or right to adjust the handset, headset, or speakerphone volume when the phone is in use.

Adjust the Ringtone Volume

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

Change the 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.

Adjust the Screen Brightness

1. Press **Applications** .
2. Select **Settings > Brightness**.
3. Press the Navigation cluster left to decrease, or right to increase, the brightness.
4. Press **Save**.

Change the Font Size

1. Press **Applications** .
2. Select **Settings > Font Size**.
3. Select a font size.
4. Press **Save**.

Set up Voicemail

Press **Messages** and follow the prompts. The default voicemail password is 112233.

Listen to Your Voice Messages

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

Access Voicemail from Off Campus

1. Dial your 10 digit phone number (717)337-XXXX.
2. When the recording starts, press *.
3. Enter your ID (four digit extension) followed by #.
4. Follow the prompts.