## Make a Call

Enter a number and press Call softkey.

## Answer a Call

Press Answer softkey.

## Put a Call on Hold

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

## View Your Recent Calls

Press Recents softkey or press the up navigation key.

Press the "…" softkey to find Recents softkey.

## View Your Favorites

View your Favorites press the down navigation key to see your speed-dial numbers.

## Your Phone

① Mute bar

② LED bar

③ Softkey buttons

④ Navigation bar and Select button

⑤ 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

## Add Another Person to a Call

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

## 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 .
2. Press Mute again to turn mute off.

## Listen to Voice Messages

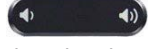Press Messages and follow the voice prompts.

## Forward All Calls

1. Press Fwd all.
2. Dial the number that you want to forward to

3. When you return, press Fwd 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 and Apply to save a selection.

For further information on other Masergy supported telephones, please visit the Masergy IP Phones webpage.

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