













To place a call:

1. Tap  on the **Calls** screen.
2. Enter the account information of the contact to search and then select the desired contact.
3. Tap  at the top-right corner of the touch screen.
You can pick up the handset, press  or press  to place a call by using the dialer.



To answer a call:

1. Do one of the following:
 - Pick up the handset. The call is answered in handset mode.
 - Press . The call is answered in hands-free (speakerphone) mode.
 - Press . The call is answered in headset mode.
 - Tap  on the touch screen.

To end a call:

1. Do one of the following:
 - If you are using the handset, hang up the handset or tap .
 - If you are using the speakerphone, press  or tap .
 - If you are using the headset, press  or tap .

To mute or un-mute a call:

1. Press  or tap  to mute the microphone or press it again to un-mute the microphone during a call.

To place a call on hold:

1. Tap  -> **Place call on hold** during an active call.



To resume the held call:

1. Tap **Resume**.



Initiate a Conference Call

You can initiate a conference call by calling multiple contacts or by inviting other contacts.

To initiating a conference by calling multiple contacts:

1. Tap  on the touch screen.
2. Enter the account information of the participant to search and then select the desired contact.
You can add multiple contacts.
3. Tap  at the top-right corner of the touch screen.


To initiate a conference call by inviting other contacts:

1. During a call, tap .
2. Tap **Add people**.
3. Enter the account information of the participant to search and then add members.
4. Tap  to initiate a conference.

Call Forward

You can enable the call forward feature to forward all incoming calls to the desired destination.

To enable call forward:

1. Tap  at the top-left corner of the touch screen.
2. Navigate to **Settings>Calls->Call forwarding**.
3. Turn on **Call forwarding**.




4. Tap the **Forward to** field to select a desired forwarding type.
The incoming calls will be automatically forwarded to the destination you selected.



Call Transfer

You can transfer a call in the following ways:

To perform a blind transfer:



1. Tap  -> **Transfer**-> **Transfer now** during an active call.
The call is placed on hold.
2. Enter account information of the contact to search and then select the desired contact.
The call is connected to the number to which you are transferring.

To perform a consultative transfer:

1. Tap  -> **Transfer**-> **Consult first** during an active call.
The call is placed on hold.
2. Enter the account information of the contact to search and then select the desired contact.
3. After the party answers the call, tap  beside the transferred contact.
It prompts you whether to transfer the call or not.
4. Tap **OK** to complete the transfer.
5. After the party answers the call again, the call is transferred successfully.

Teams Meeting

To schedule a meeting:

1. Tap **Meetings** on the touch screen.
2. Tap .
3. Enter the title, add the participants and select start time and end time.
You can enable **All day** to set up a whole day meeting.
4. Enter the location and select the repetition period.
5. To show others your availability during this time, tap the **Show As** field and then select **Busy**, **Free**, **Tentative** or **Out of office**.
6. Optional: Enter the description of the meeting.
7. Tap  to schedule the meeting.

To join a scheduled meeting:

1. Tap **Meetings** on the touch screen.
2. Tap **Join** beside the meeting.