



Make a call:

- Dial number on number pad and press "Place call" on touchscreen
- OR Select from recent call list
- OR Search for someone in the directory 

Answer a call:

- Pick up handset
- OR "Accept" call from touchscreen

Access your contacts

- Search directory 

Use the keys for:

Volume	Messages (Voicemail)
Mute	Redial
Headset	Transfer
Speakerphone	Hold

Change device settings

Press Menu key

Screen lock

Device settings – Security – Screen lock

Change your call settings

Go to Teams on your computer

Profile picture – Settings - Calls

LED colours:

Green = ready

Red = busy (i.e. on a call)

Flashing blue = incoming phone call

There is a user guide on the website which has full instructions.