





A: ANSWERING CALLS


To answer a call: press the **Green Phone** button. 

If you want the call to go to speaker (rather than just listening to the earpiece) you can press the **Green Phone** button  again while on the call.

B: MAKING CALLS TO STORED NUMBERS

To call a name stored on your phone: press the **Phone Book** button,  then press the **Down Arrow (Calls)** button  to reach the entry you want, then press the **Green Phone** button. 

C: MAKING CALLS TO NEW NUMBERS

To call a new number: “punch in” the number you want to call using the number buttons, then press the **Green Phone** button. 

D: MAKING “SPEED DIAL” CALLS


To speed dial **Mark**: press and hold the **1** button.

To speed dial **Glenys**: press and hold the **2** button.


To speed dial _____ : press and hold the **3** button


To speed dial _____ : press and hold the **4** button

To speed dial _____ : press and hold the **5** button

Remember: To turn the speaker on during a call, press the **Green Phone** button. 



E: VIEWING MISSED CALLS



If you have missed a call there will be a message  displayed on the screen.

Press the **Down Arrow (Calls)** button , then press the **Down Arrow (Calls)** button again to move through the list of missed calls. Each missed call, even from the same person, is listed by the time the call was missed, so you may need to scroll down several times to see all your missed calls.

To clear the list of missed calls: while looking at the missed calls, press the **Options** Selection button, then press the **Down Arrow (Calls)** button until you reach the **Delete all calls** option, then press the **OK** Selection button, then press the **Yes** Selection button.

F: LISTENING TO ANSWERPHONE MESSAGES

If you get a new answerphone message, there will be a repeating beep on the base unit and a number  displayed on your base unit indicating how many new answerphone messages you have. Press the **Play** button  on the base unit to hear the message.

To delete the answerphone messages (once you've listened to them) press the **Delete** button  and wait for the base unit to tell you to press the **Delete** button  again.

Note: You will then probably want to clear the list of missed calls (you've listened to the answerphone messages) using the instruction in Section E (above).