Getting to Know Your Phone

- **Menu Key**
- **Navigation Keys**
- **Confirm Key**
- **Right Soft Key**
- **Left Soft Key**
- **Volume Keys**
- **Send Key**
- **End Key**
- **Smart Key**
- **Microphone**
- **Earpiece**
- **Battery door**
- **Lanyard Attachment**
- **USB Connector**
- **Headset Jack**

**Note:** Your phone may not appear exactly as the phone image above, however, all key locations, sequences, and functions remain the same.
Make, End, and Answer Calls

1. From the home screen, enter a number and press \( \text{CD} \).

Tip: Press \text{Delete} to delete the last number. Press and hold \text{Delete} to erase all numbers. Press \text{Store} to add the number to your Phonebook.

2. To end a call, press \( \text{CD} \).

3. To answer a call, press \( \text{CN} \).

Tip: To answer a call by pressing any key, go to Menu > Settings > In-Call Setup > Answer Options and set Multi-key to On.
Add Contacts to Your Phonebook

1. From the home screen, press \[\text{Menu}\].
2. Scroll to Phonebook, then press \[\text{Menu}\].
3. Scroll to New Entry, then press \[\text{Menu}\].
4. Scroll to Phone Number, then press \[\text{Menu}\].
5. For each field, press Change, enter the information, then press Ok.
6. When you are finished, press Done.
Send a Text Message

1. From the home screen, press \( \text{M} \). Scroll to Messages, then press \( \text{M} \).
2. Scroll to Create Message, then press \( \text{M} \).
3. Scroll to New Short Msg, then press \( \text{M} \).
4. Enter your message, then press Send To.
5. Select the recipient for your message, then press Send.
Text Messaging Tips

1. To add your own quick note (text that you send frequently), press \( \text{M} \) > Messages > Quick Notes > New Quick Note, then enter your quick note and press \( \text{Ok} \).

2. To send a message saved in Drafts, press \( \text{M} \) > Messages > Drafts, select the draft message, press Send To, select the recipients, and then press Send.
Pair (Link) Bluetooth® Headset

1. From the home screen, press [ ], then select Settings > Connection > Bluetooth Link > Setup.

2. Scroll to Power, then scroll right to turn the power On.

   When the Bluetooth feature is turned on, you can pair the headset with your phone. Once the headset and phone are paired, you do not need to repeat the following steps.

3. On the headset, press and hold the Call button until the light turns on and remains steadily lit. If the light is flashing or does not remain steadily lit, make sure the headset is fully charged and repeat this step.

   Note: If your headset has a folding microphone, quickly unfold the microphone as soon as the light is steadily lit.

4. On your phone, press Back, then select Handsfree > Look for Devices.

5. Scroll to the headset and press . Press Yes when prompted to bond.

   Enter the passkey 0000 and press Ok. When pairing is successful, the headset light changes from steadily lit to flashing and the Bluetooth icon appears in the top status bar on the phone.

6. To test the pairing connection, put the headset on and make a call. If your phone and headset are successfully paired, you will hear ringing. To save battery life, keep your headset turned off when not in use.
Autoconnect Bluetooth Headset

1. After you pair (link) your headset and phone, you can set up your phone to automatically connect to the headset when you turn the headset on. From the home screen, press \textsuperscript{3}, then select Settings > Connection > Bluetooth Link > Device history.

2. Scroll to the headset and press \textsuperscript{3}.

3. Scroll to Access, scroll right to change it to Automatic, and press Done.

4. To use your headset, turn the headset power on. To disconnect your phone from the headset, turn the headset power off.
Adding a Datebook Event

1. From the home screen, press M. Scroll to Tools and press 3.
2. Scroll to Datebook and press 3.
3. Scroll to the day you want to schedule an event and press M, then scroll to New and press 3.
4. Enter a title for the event and press Ok.
5. Scroll to other fields to enter information such as: start time, event duration, event date, repeat the event, and set an alarm for the event.
6. Press Done to store the new event.
Set Ring Styles

1. From the home screen, press 📞. Scroll to Ring Styles and press 🔄.

2. Scroll to Style and press 🔄. Select a ring style and press 🔄.

3. Once a ring style is set, scroll to Detail for the Ring Style and press 🔄. Select a sound and press 🔄 to set the sounds for different events such as calls, messages, voicemail messages, alarms, etc.