

**Place a Call**

Tap Dial, enter the phone number, tap Send, or;

Tap Directory or History and tap an entry to call.

**End a Call**

Tap End Call.

**Mute / Unmute a Call**

During a call, tap a Mute button. Tap Mute again to turn mute off. The mute LED buttons are red when active and green when inactive.

**Call Hold and Resume**

During a call, tap More and then Hold. To resume, tap Resume.

**Conference Multiple Parties**

Dial your first participant using the "Place a Call" section. Once connected, tap the "+ Invite" button. Dial the number of the additional party, then tap Invite.

Up to 4 parties may be joined to the conference and are displayed on the touch screen during a call.

**Remove a Conference Participant**

During a conference call with 2 or more remote parties, tap the participant on the touch screen, then tap Remove.

**Transfer a Call**

During a call, tap More and then Transfer. The call is placed on hold. Enter the number you wish to transfer to. Tap Transfer.

**Answer a Call**

Tap the Accept softkey or; press the Reject button to silence the ringer.

**Answer a Call When Already on a Call**

During a call, information about an additional incoming will display on the touch screen. Tap Join Conf to add the caller to the current call or press Reject to deny the additional call.

If the call is accepted, it may now be managed using the "Remove a Conference Participant" section.

**Volume**

Ringer volume: when not on a call press the Volume Up or Down buttons.

Speakerphone volume: when on a call press the Volume Up or Down buttons.



Please email questions and change requests to [support@westechs.com](mailto:support@westechs.com)  
Need more help? Visit [westechs.com/contact](http://westechs.com/contact) or call (432) 242-2700