

Answer a Call

Press the green telephone button or;
press the "Accept" softkey or;
press the "Silence" button to silence the ringer.

Answer a Call When Already on a Call

A beep and flashing red LED will indicate a second incoming call.

Press the "Join" button to add the calling part to the current call or;

press "Answer" softkey to put the first call on hold and answer the incoming call;

press "Swap" to change between the two callers.

Add a Caller (conference)

With the first call already in progress press the "Conf" button to put the first call on hold; dial the number for the second caller; press "Conf" once the party answers or press "Cancel" to abort the conference.

Place a Call

Dial the desired number followed by the green Telephone button or;
Press the green Telephone button followed by the desired number.

Hold

While on a call press Options then Hold. To resume the call press Resume or the speakerphone button.

Remove a Caller from a Conference Call

With two or more parties on a call press the "Manage button"; use the scroll up or down keys to highlight a caller and press "Remove".

Transfer a Call

Press TRAN, dial the number, press TRAN.

Transfer an Announced Call

Press TRAN and dial the number. Wait for the recipient to answer, announce the call, press TRAN.

Volume

Ringer: While not on a call press the left or right arrows.

Press "Save" when done.

Earpiece or speakerphone: While on a call press the left or right arrows.



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