

















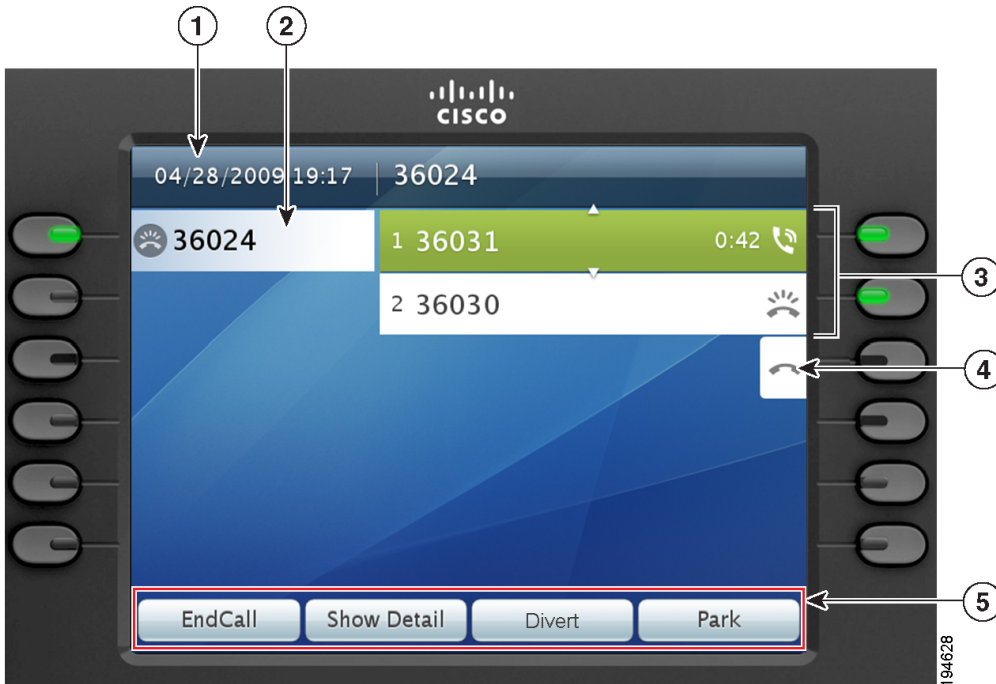
5	Navigation pad and Select button 	<p>The four-way Navigation pad allows you to scroll through menus, highlight items, and move within a text input field.</p> <p>The Select button (center of the Navigation pad) allows you to select a highlighted item, disable the phone screen for cleaning, or enable the phone screen if it is in power-save mode.</p> <p>The Select button is lit (white) when the phone is in power-save mode.</p>
6	Conference button 	Creates a conference call.
7	Hold button 	Places a connected call on hold.
8	Transfer button 	Transfers a call.
9	Keypad	Allows you to dial phone numbers, enter letters, and choose menu items (by entering the item number).
10	Speakerphone button 	<p>Selects the speakerphone as the default audio path and initiates a new call, picks up an incoming call, or ends a call. During a call, the button is lit green.</p> <p>The speakerphone audio path does not change until a new default audio path is selected (for example, by picking up the handset).</p> <p>If external speakers are connected, the Speakerphone button selects them as the default audio path.</p>
11	Mute button 	Toggles the microphone on or off during a call. When the microphone is muted, the button is lit red.
12	Headset button 	<p>Selects the wired headset as the default audio path and initiates a new call, picks up an incoming call, or ends a call. During a call, the button is lit green.</p> <p>A headset icon  in the phone screen header line indicates the headset is the default audio path. This audio path does not change until a new default audio path is selected (for example, by picking up the handset).</p>
13	Volume button 	<p>Controls the handset, headset, and speakerphone volume (off-hook) and the ringer volume (on-hook).</p> <p>Silences the ringer on the phone if an incoming call is ringing.</p>
14	Messages button 	Auto-dials your voicemail system (varies by system).

15	Applications button 	Opens/closes the Applications menu. Depending on how your system administrator sets up the phone, use it to access applications such as call history, preferences, and phone information.
16	Contacts button 	Opens/closes the Contacts menu. Depending on how your system administrator sets up the phone, use it to access personal directory, corporate directory, or call history.
17	Phone display	Phone display that can be positioned to your preferred viewing angle.
18	Programmable feature buttons 	<p>Programmable feature buttons that correspond to phone lines, speed dials, and calling features.</p> <p>Pressing a button for a phone line displays the active calls for that line. If you have multiple lines, you might have an All Calls feature button that displays a consolidated list of calls from all lines.</p> <p>Color LEDs indicate the line state:</p> <ul style="list-style-type: none"> • Amber  —Ringing call on this line • Green  —Active or held call on this line • Red  —Shared line in-use remotely <p>(The position of programmable feature buttons may be reversed with that of session buttons on phones using a locale with a right-to-left reading orientation, such as Hebrew and Arabic.)</p>
19	Handset with light strip	The handset light strip lights up to indicate a ringing call (flashing red) or a new voice message (steady red).

Phone Screen

How your system administrator sets up the phone determines what is displayed on your phone screen.

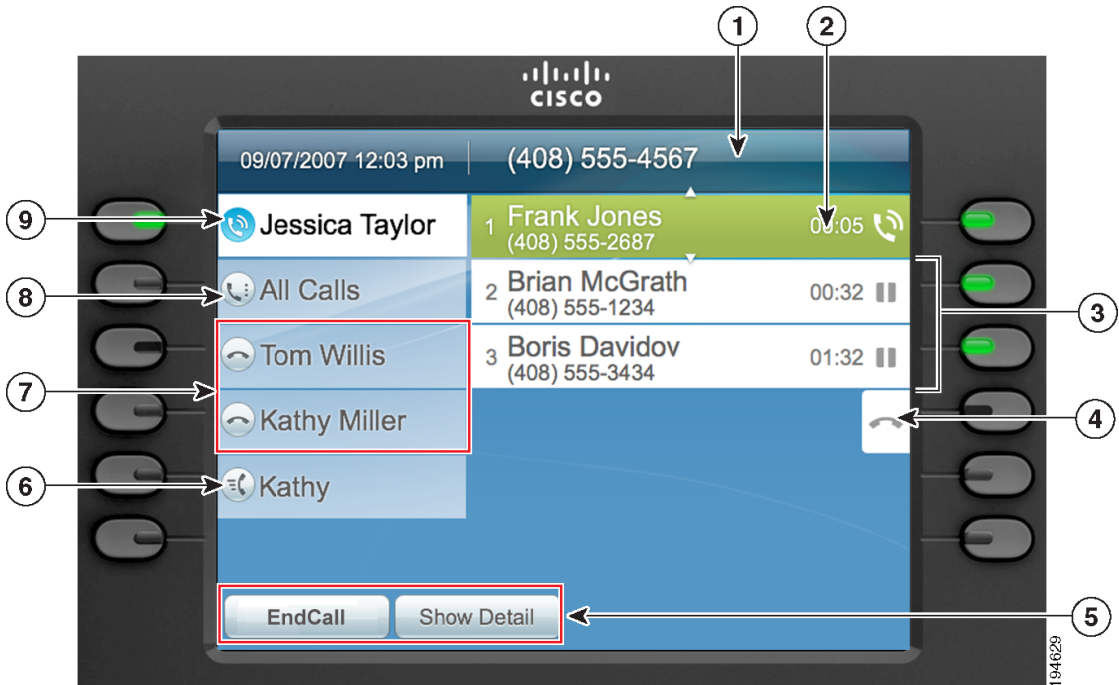
Phone with Single Line



1	Header	Displays the date and time, and information (such as phone number) about the selected line.
2	Primary line label	Displays the primary line phone information.
3	Session labels	Display information (such as call status and duration) about active calls associated with the selected line. Calls are displayed in order of the oldest (at the top) to the newest.
4	New Call icon	A touch-sensitive icon you can press to make a new call.
5	Softkeys	Touch-sensitive softkey options for the selected (highlighted) call only. If you select a different call (by pressing a feature button or the Navigation pad, or by answering a ringing call), the softkey options may change.

Phone with Multiple Lines

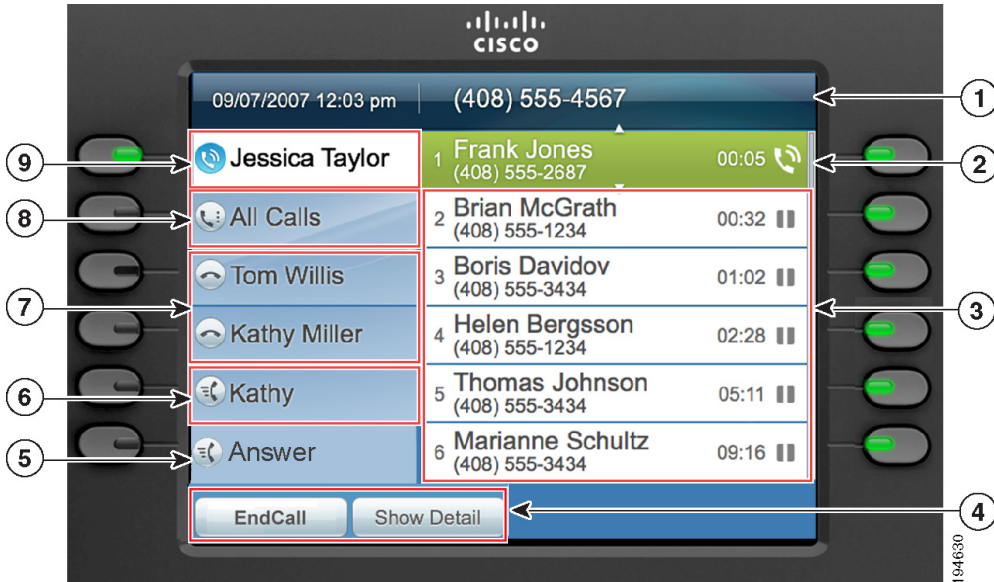
If you have multiple lines, it is highly recommended that the All Calls feature is enabled on your phone. All Calls allows you to view all the calls on all lines at the same time. For more information, see your system administrator.



1	Header	Displays the date and time, and information (such as phone number) about the selected line.
2	Session button label (for a connected call)	Displays information (such as call status and duration) about a connected call on the selected line.
3	Session button labels (for held calls)	Display information (such as call status and duration) about held calls associated with the selected line. Calls are displayed on the right side of the phone screen from the oldest (at the top) to the newest. Pressing the session button next to a Held Call icon resumes the held call for that session.
4	New Call icon	A touch-sensitive icon you can press to make a new call.

5	Softkeys	<p>Touch-sensitive softkey options for the selected (highlighted) call only.</p> <p>If you select a different call (by pressing a feature button or the Navigation pad, or by answering a ringing call), the softkey options may change.</p>
6	Speed-dial button label	Displays if you assigned a speed dial to the programmable feature button.
7	Nonprimary line labels	Display nonprimary line phone information.
8	All Calls button label	<p>Displays if the All Calls feature is enabled. Pressing this label or corresponding button displays all calls on all lines.</p> <p>Calls are displayed on the right side of the phone screen from the oldest (at the top) to the newest.</p> <p>Pressing the button once highlights (selects) the current call or first call on the list. Pressing the button twice highlights the header line, allowing you to make a new call.</p> <p>Using the All Calls feature is highly recommended if you have multiple lines on your phone.</p>
9	Primary line label	<p>Displays the primary line phone information.</p> <p>In this example, the blue icon (for Connected Call) indicates this is the selected line.</p>

Phone with Answer Button







1	Header	Displays the date and time, and information (such as phone number) about the selected line.
2	Session button label (for connected call)	Displays information (such as call status and duration) about a connected call on the selected line.
3	Session button labels (for held calls)	Display information (such as call status and duration) about held calls associated with the selected line. Calls are displayed on the right side of the phone screen from the oldest (at the top) to the newest. Pressing the session button next to a Held Call icon resumes the held call for that session.
4	Softkeys	Touch-sensitive softkey options.
5	Answer button label	Displays if your system administrator has assigned the Answer feature to the programmable feature button. Pressing this label or the corresponding button answers the oldest incoming call.
6	Speed-dial button label	Displays if you assigned a speed dial to the programmable feature button.

7	Nonprimary line labels	Displays the nonprimary line phone information.
8	All Calls button label	<p>Displays if the All Calls feature is enabled. Pressing this label or corresponding button displays all calls on all lines.</p> <p>Calls are displayed on the right side of the phone screen from the oldest (at the top) to the newest.</p> <p>Pressing the button once highlights (selects) the current call or first call on the list. Pressing the button twice highlights the header line, allowing you to make a new call.</p> <p>Using the All Calls feature is highly recommended if you have multiple lines on your phone.</p>
9	Primary line label	<p>Displays the primary line phone information.</p> <p>In this example, the blue icon (for Connected Call) indicates this is the selected line.</p>

Phone Screen Navigation and Item Selection

Task	Action	Example
Scroll to highlight an item.	Press the Navigation pad.	Highlight a call from the missed call list.
Scroll to a different page (of a listing) by touch.	Quickly press and drag your finger on the list in the direction you wish the page to move (flick scroll).	Flick scroll to display the next page of the placed calls list.
Select a touch-sensitive item (press once).	Press the item on the phone screen.	Press the Preferences application to open it.
Select a touch-sensitive item to perform the default action (double-tap).	Double-tap an item in a listing.	Double-tap a call history item to dial the number.
Select an item by number.	Press the corresponding number on the keypad.	Press 2 to select the second item in the Applications menu.
Select an item using the Select button.	Press the Select button (at the center of the Navigation pad).	Highlight the Preferences application and press the Select button.

Task	Action	Example
Navigate to a submenu. (A right arrow (>)) next to the menu item indicates there is a submenu.)	Highlight the menu item and press the item number on the keypad. Or press the down arrow on the Navigation pad and then press the Select button.	Highlight the Network Setup menu, then press 1 to open the submenu.
Select a line to use a calling feature (when line is idle).	Press the line label. Indicators of your line selection include: <ul style="list-style-type: none"> • The selected line is displayed on the phone screen header. • The selected line is highlighted. • Color of the icon (on the line label) changes to blue. 	Press the line label, then press the Forward All softkey to forward calls on that line.
Select a line to use a calling feature (when line has one or more active calls).	Double-tap the line label. Indicators of your line selection include: <ul style="list-style-type: none"> • The selected line is displayed on the phone screen header. • The selected line is highlighted. • Color of the icon (on the line label) changes to blue. 	Double-tap the line label, then press the Forward All softkey to forward calls on that line.
Change the line view (while on a call).	Select a different line by double-tapping the label for the other line. If you are on a call, changing the line view does not end the call, but it may disappear from view. To see your current call session again, select the line the call is on.	While on a call, double-tap the label for the line. Call session information for the newly selected line is displayed. Call session information previously displayed may disappear from view.
Go back to the previous screen or menu.	Press the Back button  or the  softkey.	From the Preferences menu, press  or the  softkey.

Power-Save Mode

Depending on how your system administrator sets up the phone, your phone display might go into power-save mode (the phone screen appears blank and the Select button is lit white). To turn on the phone display, press any button, touch the blank phone screen, or pick up the handset.

Phone Display Cleaning

Before cleaning the phone display, disable the phone screen by pressing the Select button until you see the message “Touchscreen Disabled.”

To enable the phone screen again after cleaning, press the Select button until you see the message “Touchscreen Enabled.”

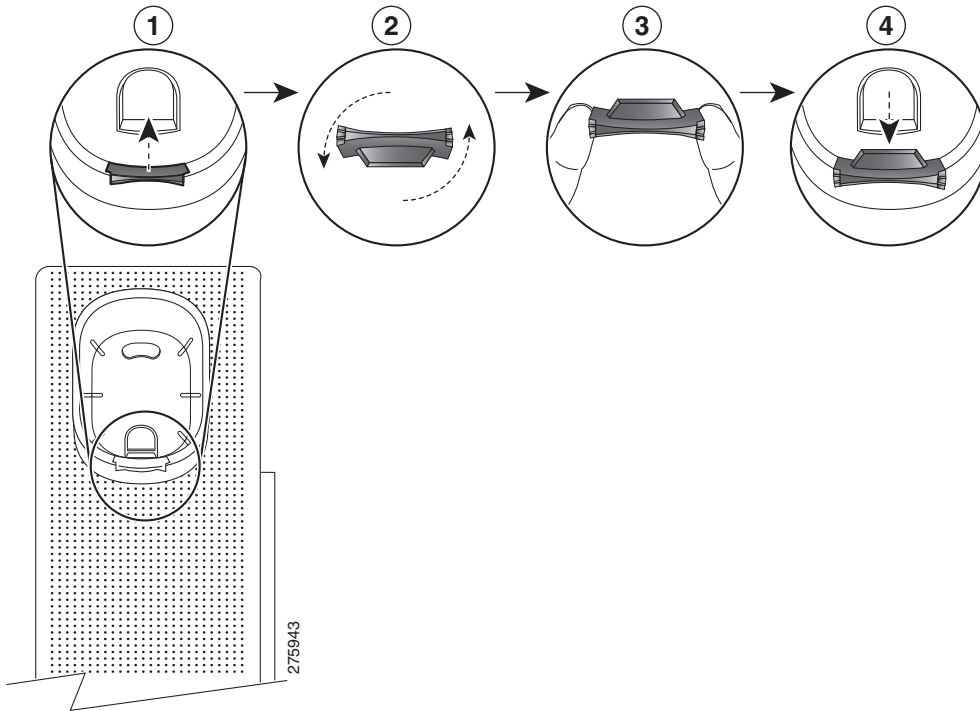


Caution

Use only a soft, dry cloth to wipe the phone display. Do not use any liquids or powders on the phone, as they can contaminate phone components and cause failures.

Handset Rest

Your system administrator may have mounted your phone on a wall. With a wall-mounted phone, you might need to adjust the handset rest to ensure that the receiver will not slip out of the cradle.



1	Remove handset from the cradle and pull the plastic tab from the handset rest.
2	Rotate the tab 180 degrees.
3	Hold the tab between two fingers, with the corner notches facing you.
4	Line up the tab with the slot in the cradle, and press the tab evenly into the slot. An extension protrudes from the top of the rotated tab. Return the handset to the handset rest.

Applications

August 21, 2009




Phone Applications

Phone applications allow you to access the following:

- Call History
- Preferences
- Accessories
- Running Applications
- Phone Information
- Administrator Settings (For system administrators only.)

Call History

Call History allows you to view information on the last 150 calls on your phone. An icon displays indicating the type of call:


- Received— 
- Placed— 
- Missed— 

The caller ID is displayed with the call icon. If the caller ID is unavailable, then the phone number is displayed. If the phone number is unavailable, then “Unknown” is displayed. All Call History items are integrated into one list and are ordered by time (latest to oldest). There is a 150 call limit per phone and not per line. For example, if a phone has multiple lines, the 150 call limit applies to all lines combined.



You can sort the Call History list by all lines, each line, or by missed calls. You can sort the call history for each line by selecting the individual line for which you want to see the call history for, or select the AllCalls softkey button to see the merged history for all lines. You can also dial a number directly from the Call History list.

A + symbol on entries in call history, redial, or call directory indicates that your phone is set up to list international calls. For more information, see your system administrator.


View Call History

1. Press the **Applications** button .
2. Select **Call History**. (Use the Navigation pad and Select button to scroll and select.)
The phone screen displays the call history with an icon associated for each type of call.
3. Press the **Exit** softkey to return to the Applications screen.




View Call Record Details

1. Press the **Applications** button .
2. Select **Call History**. (Use the Navigation pad and Select button to scroll and select.)
The phone screen displays the call history with an icon associated for each type of call.
3. Select a call record and press the **Details** softkey (you may need to press **More** softkey first).
The phone screen displays the time stamp, duration of the call, caller's name, caller's directory number and his alternate number.
4. Press the  softkey to return to the Call History screen.
5. Press the **Exit** softkey to return to the Applications screen.




Filter Call History

1. Press the **Applications** button .
2. Select **Call History**. (Use the Navigation pad and Select button to scroll and select.)
3. Press the **Missed Calls** softkey.
The Call History screen displays only the missed calls on the selected line.
4. To view all calls in the Call History screen, press the **All Calls** softkey.
5. Press the **Exit** softkey to return to the Applications screen.


Dial From Call History

1. Press the **Applications** button .
2. Select **Call History**. (Use the Navigation pad and Select button to scroll and select.)
3. From the Call History screen, highlight the call you want to dial and do one of the following:
 - Press the **Call** softkey.
 - Pick up the handset.
 - Double-tap on the number on the phone screen.
 - Press the **Select** button.
 - Press the **Speakerphone** button  or **Headset** button .


Edit Number From Call History

1. Press the **Applications** button .
2. Select **Call History**. (Use the Navigation pad and Select button to scroll and select.)
3. Highlight the call you want to edit.
4. Press the **EditDial** softkey. (You may need to press **More** softkey first.)
5. Press the right or left arrow on the **Navigation** bar to move the cursor to the desired location.
6. Press the  softkey to delete numbers on the left of the cursor.
7. Press the **Call** softkey to dial the new edited number.
8. Press the  softkey to return to the Call History screen.

Clear Call History

1. Press the **Applications** button .
2. Select **Call History**. (Use the Navigation pad and Select button to scroll and select.)
3. Press the **Clear List** softkey to clear the entire call history on the phone.
4. Press the **Delete** softkey to delete the call history on the phone, or press the **Cancel** softkey to go back to the Call History screen.
5. Press the **Exit** softkey to return to Applications screen.

Delete Call Record From Call History

1. Press the **Applications** button .
2. Select **Call History**. (Use the Navigation pad and Select button to scroll and select.)
3. Highlight the call record you want to delete.
4. Press the **Delete** softkey to delete the number from Call History. (You may need to press **More** softkey first.)
5. Press the **Delete** softkey to delete the number, or press the **Cancel** softkey to go back to the Call History screen.
6. Press the **Exit** softkey to return to Applications screen.

Preferences

Preferences allows you to set user preferences for the following items:



- Ringtone
- Wallpaper
- Brightness

- Bluetooth

Ringtones

You can customize how your phone indicates an incoming call. You can also adjust the ringer volume for your phone.


Change Ringtone for a Line

1. Press the **Applications** button .
2. Select **Preferences**. (Use the Navigation pad and Select button to scroll and select.)
3. Select **Ringtone**.
4. Highlight a ringtone.
5. Press the **Play** softkey to play the sample ringtone.
6. Press the **Set** softkey to apply the ringtone.
7. Press the  softkey to return to the Preferences screen.

Wallpaper

You can change the default image that appears on your phone screen with wallpapers that are provided with the phone, or with your own custom wallpaper. For more information about adding your own custom wallpaper to the phone, see your system administrator.

Change Wallpaper

1. Press the **Applications** button .
2. Select **Preferences**. (Use the Navigation pad and Select button to scroll and select.)
3. Select **Wallpaper** and select a wallpaper option.
4. Press the **Preview** softkey to see the wallpaper on your phone screen.
5. Press the **Set** softkey to apply the wallpaper to the phone.

Brightness

You can adjust your phone screen brightness level.

Adjust the Brightness

1. Press the **Applications** button .
2. Select **Preferences**. (Use the Navigation pad and Select button to scroll and select.)



3. Select **Brightness**.
 - To increase brightness, press the right arrow on the **Navigation** pad.
 - To decrease brightness, press the left arrow on the **Navigation** pad.
4. Press the **Save** softkey to set the brightness, or press the **Cancel** softkey to exit.

Bluetooth

If your system administrator has set up the Bluetooth feature for your phone, you can turn it on and off from your phone.


Turn On Bluetooth

(For the Cisco Unified IP Phone 9951 and 9971 only.)

1. Press the **Applications** button .
2. Select **Preferences**. (Use the Navigation pad and Select button to scroll and select.)
3. Select **Bluetooth**.
4. Press the **On** softkey. The Bluetooth icon  appears on the phone screen header.
To add a Bluetooth accessory from this screen, select **Bluetooth** again and press the **Add Accessory** softkey.

Turn Off Bluetooth


(For the Cisco Unified IP Phone 9951 and 9971 only.)

1. Press the **Applications** button .
2. Select **Preferences**. (Use the Navigation pad and Select button to scroll and select.)
3. Select **Bluetooth**.
4. Press the **Off** softkey.
The Bluetooth icon disappears from the phone screen header.

Accessories


You can connect an external hardware to your phone using either the headset, Bluetooth, or USB. The accessory list, by default, contains an analog headset which can be set up to enable wideband on it.

View Accessories List



1. Press the **Applications** button .
2. Select **Accessories**. (Use the Navigation pad and Select button to scroll and select.)
A list of phone accessories is displayed.

3. Press the **Exit** to return to the Applications screen.

View Accessory Details

1. Press the **Applications** button .
2. Select **Accessories**. (Use the Navigation pad and Select button to scroll and select.)
A list of phone accessories is displayed.
3. Select an accessory from list and press the **Details** softkey.
The phone screen displays the details of selected accessory. The information displayed on the phone screen depends on the accessory selected. Most of the accessories provide these details:
 - Device Name
 - Hostname
 - Device Type
 - Device Service
 - Firmware Version
 - Paired Status (for Bluetooth devices)
 - Connected Status
 - Configured Status
4. Press the **Setup** softkey to configure the selected accessory for your phone.
5. Press the **Exit** softkey to return to the Applications screen.

Set Up Wideband for Analog Headset



1. Press the **Applications** button .
2. Select **Accessories**. (Use the Navigation pad and Select button to scroll and select.)
A list of phone accessories is displayed.
3. Select **Analog Headset** and press **Setup** softkey.
The phone screen displays the wideband status for the analog headset.
4. Press the **Turn On** softkey to enable wideband for the analog headset.
5. Press **Turn Off** softkey to disable wideband for the analog headset.
6. Press the  softkey to return to the Accessories screen.

Add Bluetooth Accessory

(For the Cisco Unified IP Phone 9951 and 9971 only.)


Before You Begin

Before you add a Bluetooth accessory, it must be discoverable by the phone. Look for a flashing LED on a Bluetooth accessory as an indication that it is discoverable. For more information, see the documentation from the Bluetooth accessory manufacturer.

1. Press the **Applications** button .
2. Select **Accessories**. (Use the Navigation pad and Select button to scroll and select.)
3. Select **Add Bluetooth Accessory**.
The phone searches for discoverable accessories that are supported. When an accessory is found, it is added to the list in the Adding Bluetooth Accessory screen.
4. Select the accessory and press the **Connect** softkey.
5. The phone automatically attempts to connect the accessory using a Bluetooth device PIN of “0000.” If your accessory requires a different PIN and the Adding PIN screen appears, enter the PIN for your accessory.
6. When the connection is completed, the Bluetooth active icon  appears on the phone screen header and a checkmark appears next to the connected accessory.

Delete Bluetooth Accessory

(For the Cisco Unified IP Phone 9951 and 9971 only.)



1. Press the **Applications** button .
2. Select **Accessories**. (Use the Navigation pad and Select button to scroll and select.)
3. Select a Bluetooth accessory and press the **Delete** softkey.
The Bluetooth accessory will be disconnected (if it was connected) and removed from the Accessories list.

Connect Bluetooth Accessory

(For the Cisco Unified IP Phone 9951 and 9971 only.)


Before You Begin

Before you can connect a Bluetooth accessory, it must be already added as an accessory to the phone.


1. Press the **Applications** button .
2. Select **Accessories**. (Use the Navigation pad and Select button to scroll and select.)
3. Select a Bluetooth accessory and press the **Connect** softkey.
When the connection is completed, the Bluetooth active icon  appears on the phone screen header and a checkmark appears next to the connected accessory.

Disconnect Bluetooth Accessory


(For the Cisco Unified IP Phone 9951 and 9971 only.)

1. Press the **Applications** button .
2. Select **Accessories**. (Use the Navigation pad and Select button to scroll and select.)
3. Select a Bluetooth accessory and then press the **Disconnect** softkey.


Running Applications

You can view the applications that are running on your phone, including those that are not under **Applications**  menu: for example, Directories.


View Running Applications

1. Press the **Applications** button .
2. Select **Running Applications**. (Use the Navigation pad and Select button to scroll and select.)
The phone displays a list of applications running on the phone including those that are not under Application menu.
3. Press **Exit** softkey to return to the Applications screen.

Switch to a Running Application

1. Press the **Applications** button .
2. Select **Running Applications**. (Use the Navigation pad and Select button to scroll and select.)
3. Choose a running application and press the **Switch To** softkey to open and use the selected application.
4. Press the **Exit** softkey to close the application.

Close Running Application


1. Press the **Applications** button .
2. Select **Running Applications**. (Use the Navigation pad and Select button to scroll and select.)
3. Select a running application and press the **Close App** softkey to close the application.
 - Press **Close** softkey to close the application without saving the changes.
 - Press **Cancel** softkey to cancel the close application operations.
4. Press the **Exit** softkey to return back to the Applications screen.

Phone Information

Phone Information allows you to view this model information for your phone:

- Model Number
- IP Address
- Host Name
- Active Load
- Last Upgrade
- Active Server
- Stand-by-Server

View Phone Information

1. Press the **Applications** button .
2. Select **Phone Information**. (Use the Navigation pad and Select button to scroll and select.)
3. Press the **Exit** softkey to return back to the Applications screen.

Administrator Settings

For information on accessing and changing the Administrator Settings, see your system administrator.

Contacts

Revised: August 21, 2009

Phone Contacts

The Cisco Unified IP Phone 8961, 9951, and 9971 provide you with access to corporate and personal contacts using these directories:

- Corporate Directory
- Personal Directory

You may see other directories listed in Contacts. For more information, see your system administrator.


Corporate Directory



The corporate directory contains corporate contacts that you can access on your phone. Your system administrator sets up and maintains the directory.

You can dial calls from your corporate directory:


- When you are not on another call.
- When you are on another call.

Search for and Dial a Contact

1. Press the **Contacts** button .
2. Select **Corporate Directory**. (Use the Navigation pad and Select button to scroll and select.)
3. Select one or all of these search criteria to search for a co-worker:
 - First Name
 - Last Name
4. Enter the search criteria information, press the **Submit** softkey, and select a contact.
5. To dial, perform any of these actions:
 - Press the **Dial** softkey.
 - Press the **Select** button.

- From the keypad, press the number that is displayed in the upper right-hand corner of the contact label.
- Press the **Speakerphone** button  .
- Press the **Headset** button  .
- Pick up the handset.

Search for and Dial a Contact While on a Call

1. Press the **Contacts** button  .
2. Select **Corporate Directory**. (Use the Navigation pad and Select button to scroll and select.)
3. Select one or both of these search criteria to search for a co-worker:
 - First Name
 - Last Name
4. Enter the search criteria information and press the **Search** softkey.
5. Press the **Dial** softkey. The first call gets automatically put on hold while the second call gets dialed.

Personal Directory

The personal directory contains a list of your personal contacts. You can assign fast-dial codes to your personal directory entries for fast-dialing.

There are two ways you can set up and maintain your personal directory:

- **Phone**—Using your phone, you can:
 - Set up and use Personal Directory
 - Assign and use fast-dial codes
- **User Options Web Pages**—Using User Options web pages, you can also set up and use your personal directory.

Related Topics

[User Options, page 99](#)


Personal Directory Options

From your phone, you can use personal directory options to:

- Sign in and out
- Add an entry
- Search for an entry


- Dial a number
- Delete an entry
- Edit an entry

Sign In and Out of Personal Directory


1. Press the **Contacts** button .
2. Select **Personal Directory**. (Use the Navigation pad and Select button to scroll and select.)
3. Enter your user ID and PIN (provided by your system administrator), then press the **Submit** softkey.
4. Select **Log Out**.
5. Press the **Select** softkey.
6. Press the **OK** softkey to sign out.

You are automatically logged out after a certain amount of time. This time limit can vary. For more information, see your system administrator.

Add a Personal Directory Entry


1. Press the **Contacts** button .
2. Sign in to **Personal Directory**.
3. Select **Personal Address Book**; the Search for an entry screen displays.
4. Press the **Submit** softkey.
5. Press the **New** softkey (you may need to press the **More** softkey first).
6. Enter the nickname information (you can also enter a name).
7. Press the **Phones** softkey and enter the phone numbers.
Include any required access codes such as a **9** or **1**.
8. Press the **Submit** softkey to add the entry to your personal directory.

Search for an Entry in Personal Directory


1. Press the **Contacts** button .
2. Sign in to **Personal Directory**.
3. Select **Personal Address Book**.
4. Select one, all, or none of these criteria to search for an entry:
 - Last Name
 - First Name
 - Nickname

5. Enter the search criteria information, then press the **Submit** softkey. The name displays.


Dial a Number from Personal Directory

1. Press the **Contacts** button  .
2. Sign in to **Personal Directory**.
3. Select **Personal Address Book** and search for an entry.
4. Select the personal address book entry that you want to dial.
5. Press the **Dial** softkey.

Delete a Personal Directory Entry

1. Press the **Contacts** button  .
2. Sign in to **Personal Directory**.
3. Select **Personal Address Book** and search for an entry.
4. Press the **Select** softkey.
5. Press the **Edit** softkey.
6. Press the **Delete** softkey (you may need to press the **More** softkey first).
7. Press the **OK** softkey to confirm the deletion.

Edit a Personal Directory Entry

1. Press the **Contacts** button  .
2. Sign in to **Personal Directory**.
3. Select **Personal Address Book** and search for an entry.
4. Press the **Select** softkey.
5. Press the **Edit** softkey.
6. Modify the entry information.
7. Press the **Phones** softkey to modify a phone number.
8. Press the **Update** softkey.

Fast-Dial Codes with Personal Directory

Using the phone, you can:

- Assign a fast-dial code to a Personal Directory entry
- Place a call using a fast-dial code
- Delete a fast-dial code