YOUR PHONE

Touch Screen

Navigation Control
Back Key

Volume Keys

Mute Key

Headset Key

Speakerphone Key

MENU Key

VOICEMAIL Key

CONTACTS Key

REDIAL Key

TRANSFER Key

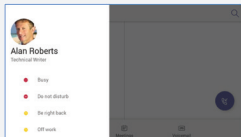HOLD Key

Microphone

Alphanumerical
Keypad

TO SIGN IN WITH YOUR USERNAME AND PASSWORD
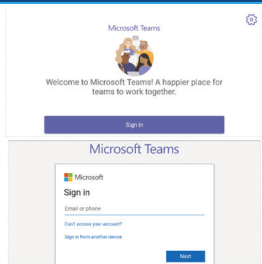
- Touch the **Sign In button** and enter your **Seton Hall email.** You will be redirected to the Seton Hall sign-in page.

- On the Seton Hall sign-in page, enter your **PirateNet username and password**.

TO CHANGE YOUR PRESENCE STATUS

Swipe right, touch the current presence status, then select the presence you require.

LOCK THE SCREEN

To protect confidential information when you'll be away or with a visitor, lock the phone's screen. You will still be able to receive phone calls, but not make them. To access the phone's lock setting, select ≡ and then **Settings > Device settings**.

MANAGE YOUR CALLS

Select **Calls** to access your **Favorites**. These may include speed dial contacts, your delegates, or people you support.

Select **Recent** for your call history and make calls with a single click.

Want to add the caller as a **speed dial contact**? Select the caller and then the star. To remove a caller, simply select the star again to cancel the selection.

TRANSFER A CALL IN TEAMS

Choose More options ●●● > Transfer in your call controls or by pressing the Transfer button on the phone.

Start typing the name of the person you want to transfer the call to and select them when they appear.

If the person is a Seton Hall user and using Teams you can turn on Ring back if there's no answer. This will send the call back to you if the recipient doesn't answer.

DELEGATE YOUR CALLS

You can select someone in Teams to be your delegate:

1. On the **Calls** screen, select ≡ and then **Settings > Manage delegates**.
2. Select the person and then set their permissions.

To set additional options such as call forwarding, go to **Settings > Calling.**

Once you've been added as a delegate, you can make and receive calls on someone else's behalf. You can also monitor the other person's phone activity and take over calls that are onhold.

ADD CONTACTS AND GROUPS

Go to the **People** screen to view and connect with all your contacts, and to organize them into groups so that they're easier to find. Select ⊕ to add a contact to the current group (above, the current group is **All Contacts**), or to create a new group. To switch the view from **All Contacts** to a different group, select ≡ next to **People** and select the group.