

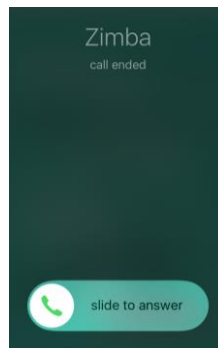


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Calls and Voicemail

Want to answer calls or listen to your voicemail? You can easily do so by following these simple steps.

1. To answer calls:



- a. Typically, you can answer calls by sliding the green phone icon to the right.
- b. Sometimes, another type of screen may appear:



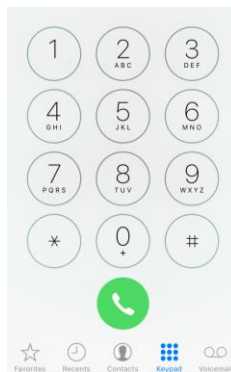
- i. Accept calls by selecting the green icon.

- ii. If you are unable to take the call, select the red icon. Or, you can select the message icon to send an automatic message from a list of options.

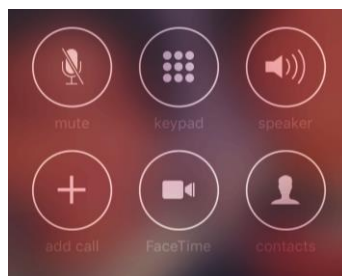
2. To make calls:

- a. Open the Phone app located on the lower left corner of the screen.
- b. Select “Keypad” to dial the number of the person you would like to call.

Then, select the green call button.

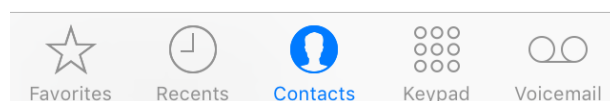


- c. You can mute your side of the call, view your keypad, put your call on speakerphone, add another call, switch to FaceTime, and view contacts.



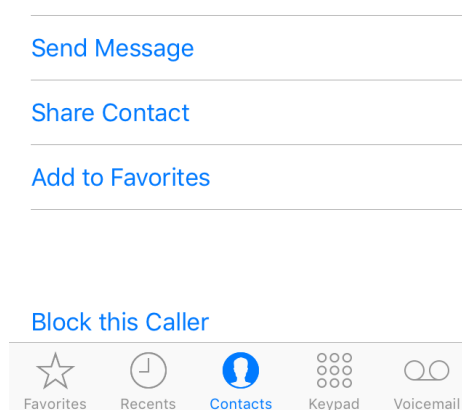
3. To view contacts:




- a. Open the Phone app located on the lower left corner of the screen.
- b. Select “Contacts.”



- c. View your own number at the top of your contacts list.

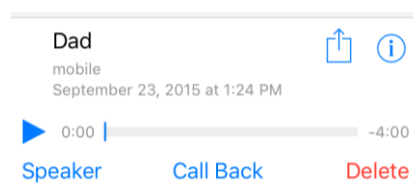
- d. Select the appropriate contact to view his/her details.




- i. You can send a message, share contact information with another person via message, add to favorites, or block the caller.
 - ii. To call this contact, select  located across the number. To send a message, select  also located across the number. To FaceTime, select .
 - iii. Edit contact details located on the upper right corner.
- e. Add new contacts by selecting “+” located on the upper right corner. Fill in the appropriate information and select “Done” to save your new contact.

4. To listen to your voicemail:

- a. Open the Phone app located on the lower left corner of the screen.
- b. Select “Voicemail.”
- c. Choose the appropriate message you would like to listen to by clicking the appropriate bar.



- i. Select the play button to listen to the message.
- ii. You can put the message on “Speaker,” “Call Back,” or “Delete” the message.
- iii. Also, you can send the message via text message or email by selecting  .

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