

## Making a Call on Your MP-54 Desk Phone

There are multiple ways to make a phone call on the MP-54 desk phone, we will cover multiple methods in this video.

First, you can make a call by picking up the handset, this will automatically take you to the “calls” screen, type in the desired phone number by using the on-screen keypad, or by using the physical keypad on the body of the phone. Once you have entered the phone number you want to call, tap the rectangular “call” button on the screen, or wait 2 seconds for the call to automatically start.

To call a recent phone number, press the “Calls” button on the screen, then tap the “Recent” tab at the top right of the screen. A list will appear showing your most recent call history. Tap the phone icon next to the phone number or contact you wish to call.

To call one of your contacts, tap the “people” option on the screen, then tap your desired contact located in the contact list. Once you tap on a contact, a contact card will open. To call them, tap the phone icon located under their profile picture. Pick up the handset to make the call through the handset, otherwise the call will automatically go through the speakerphone.

To end a call, place the handset back on the desk phone, or tap the on-screen, red “end call” button.

If you need further assistance, please view our other Microsoft Teams training videos or contact the Service Desk at 928-523-3335.