

# Make a Call

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## 1. Do one of the following:

- Pick up the handset
- Press the Speaker button
- Press the main button on your headset, or press the Headset button

## 2. Dial the number:

- For an external number:
  - Dial 9+10-digit number for a local number
  - Dial 9+1+10-digit number for a long distance number
- Enter an extension.

## Other ways to make a call

[Dial by Name](#)

[Speed Dial](#)

[Redial](#)