Adding an event into phone's calendar

1. **Access Calendar App**: Navigate to the Calendar application on your Grandstream phone. It may be labeled as "Calendar" or "Schedule" depending on the model and firmware version.
2. **Sign in to Calendar Service**: If you haven't already, you'll need to sign in to your calendar service account. This is typically done through the settings menu of the Calendar app. Follow the on-screen prompts to sign in with your account credentials.
3. **Create New Event**: Once you're signed in, look for an option to create a new event. This is usually represented by a "+" or "Add" button.
4. **Enter Event Details**: Enter the details of the event, such as the title, date, time, location, and any other relevant information. Use the on-screen keyboard or keypad to input the details.
5. **Set Reminder (Optional)**: If you want to receive a reminder before the event starts, look for an option to set a reminder or alarm. This will ensure you don't miss the event.
6. **Save Event**: After entering all the details, look for a "Save" or "Done" button to save the event to your calendar.
7. **View Event**: Once the event is saved, you should see it listed in your calendar. You may be able to view details of the event by selecting it from the calendar view.

That's it! You've successfully added a calendar event into your Grandstream phone. Make sure to check your calendar regularly to stay updated on your upcoming events and appointments.

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