**One-Touch Speed Dial --- Allows you to program speed dial #s**

**NOTE:** ........this is a two step process.

**STEP 1....** this step is to STORE the speed dial number.

1. While phone is idle, press FEATURE.
2. Select a key and press it to program.
3. Dial the 5 digit campus number to be stored or (dial 9 first for off-campus numbers).
4. Press FEATURE to store.

**STEP 2...** this step is to NAME the speed dial key that you just input.

5. Press the NAME key. (located under the top display in the soft key area)
6. Press the key that you just programmed the number on.
7. Enter the desired name on the keypad. If you concurrently select a letter that is on the same key, you will need to hit the arrow to the right to allow for that letter to be entered. When you have typed the desired name in, hit the three large arrows on the right hand side of the upper display twice until you see the SET key. NOTE: Maximum of 8 letters.

**Call Park--- Enables users to park a call & retrieve it at another extension**

**Call Park Set**

1. While caller is on the line, press the Call Pk key.
2. Replace handset.

**Call Park Pickup**

1. When at other phone, pick up handset.
2. Press Park P/u followed by the 5-digit extension of the phone where the call was parked.

**Forward All Calls ---- Sends incoming calls to another number.**

**To Set:**

1. Get Dial tone by picking up the HANDSET, OR press SPEAKER OR press the HSET softkey ( --only if you have a headset hooked up--)
2. Press FWD ALL followed by destination number.

If setting to voice mail, after pressing FWD ALL, press VM key.

**Cancel:**

1. Get Dial Tone by pick up HANDSET, OR press SPEAKER OR press HSET softkey.
2. Press FWD ALL * to cancel the forwarding.
**Soft Keys...** Located below top display - programmed in the switch

**Name...** Enables you to name the key that was just input as a speed dial.

**MUTE...** When activated, this key will flash and it blocks your voice from being heard by the other party. Is very useful for conference calls to block out the noise in the room that can interfere with the other parties being able to hear the content of the call. Hit key again when you want to be heard.

**S&R (Save & Repeat)...** Save a dialed number for 1-time speed dial use. Save a dialed number for 1-time one-touch speed dial use.
1. After dialing number, and while still connected, press S&R softkey. Number is stored.
2. To use stored S&R number, pick up handset and press <S&R> key.

**HSET (Headset)...** On/off for headset.

**Up/Down wheel...** Increases volume, LCD contrast & ring volume.

Indentations at 12, 3, 6, & 9 o'clock on the BIG SILVER button (bottom right)
- LCD contrast, while phone is idle.
- Call volume while on a call.
- Ring volume, while phone is ringing.

Settings are stored until changed by user.

**Ring Tones...** There are 14 ring tones to choose from

Press the MENU button (located underneath the MIC button on the right)
Arrow down to SETTINGS, hit OK
That will take you to USER SETTING, hit OK
That will take you to INCOMING CALL, hit OK
Arrow down to RING TONE (# 4), hit OK
Arrow down to INTERNAL CALL, hit OK
SELECT a ring tone, hit OK
STAY on that screen and CALL your number to hear the ringtone selected.

From that screen, you can toggle down or up to select a different one. MAKE SURE YOU HIT OK after you find one you like.

**Voicemail and ringing light...** How to change colors

Press the MENU button (located underneath the MIC button on the right)
Arrow down to SETTINGS, hit OK
That will take you to USER SETTING, hit OK
That will take you to INCOMING CALL, hit OK
Arrow down to ILLUMINATION (# 5), hit OK
Select color from 9 choices listed.
HIT OK after you select the color of your choice.

**Answer...** A Non-used key

**Speaker...** You can mute your conversation by deactivating the MIC button

1. Press SPEAKER & MIC to talk handsfree.
2. MIC LED light indicates it is on. This button can stay on all the time; however is only necessary to use with the SPEAKER functionality.

**Answering Calls**

1. To answer a call coming in on your extension, pick up HANDSET OR press SPEAKER OR press the HSET softkey.
2. To answer a call for a line appearing on your phone, pick up handset and press the flashing line key.

**Placing Calls**

1. Pick up HANDSET OR press SPEAKER OR press HSET softkey.
2. Dial the 5-digit extension or press 9 first for off-campus dialing.
3. For long-distance calls, dial 9 + 1 + area code + number. When you hear staccato beeps, enter your long-distance access code.

**Recall...** Enables dialing of another number without hanging up

Recalls a fresh dial tone without replacing and picking up handset.

**Redial...** Can retrieve the last 5 numbers that you have dialed

1. Press REDIAL to scroll through the last 5 numbers dialed.
   (Redial is located on the BIG SILVER button (bottom right.)
2. As you scroll, you can view the numbers in the display screen.
3. When at the desired number, press * to dial it.

**Hold**

1. To place a call on hold, press the red <Hold> button.
2. To retrieve it again, press the flashing line key.
3. By default, a held call will ring back within 1.5 minutes.

**Transfer**

1. While on a call, press TRANSFER & dial the 5-digit extension.
2. HANG UP, or press RECALL to complete the call OR remain on the line to ANNOUNCE the call, then hang up or press recall.

To return to the original caller (in the event of a busy signal, or to cancel before voice mail answers) press TRANSFER again.

**Conference...** Allows conversation with up to 2 other parties.

1. While on a call, press the TRANSFER key.
2. Dial the number of the party to be added, either a 5 digit extension or 9 + number for off-campus parties.
3. After the called party answers, press CONF to join all 3 parties.