TO USE ONE TOUCH KEYS

- Press one touch speed dial key.
- Number is automatically dialed.

TO PROGRAM STATION SPEED DIAL

Display sets only.

- Press SPEAKER key.
- Enter 753 followed by the station speed dial location (000-099).
- Dial 9 + telephone number.
- Press HOLD.
- Enter name if desired.
- Press HOLD.
- Press SPEAKER key to hang up.

TO USE STATION SPEED DIAL

- Press the SPEAKER key.
- Press #2
- Dial the station speed dial location (000-099).

TO SET UP VOICE MAIL

Soft keys are located under the display

Press VMsg soft key or dial 200
Press Greet soft key or dial “0” and “4”
To record greeting
Press Gr1 soft key or dial “1” to record greeting 1
Follow instructions for recording greeting
Press DONE soft key or # when finished
Press Back soft key or #again
Press More soft key and Rec Name soft key or dial “0” and dial “76” to record name
Follow instructions for recording name
Press Back soft key or # when finished
To assign a security code,
Press More soft key or dial “0”
Press Code soft key or dial “67”
Follow instructions for changing Security code

TO ACCESS VOICEMAIL

- From your phone press VM soft key.
  Follow prompts.
- From another phone dial 200. When voice mail answers enter your extension. Follow prompts.
- From outside the office, dial main number.
  When the voice mail system answers, enter # and your extension. Follow prompts.
- If call is answered, ask for transfer to Voice Mail. When Voice Mail answers, press ## and your extension number.

VOICE MAIL QUICK KEYS

Check new & old messages 5
Leave a message 77
Main menu of features 0
Mailbox Greeting 4
Record Name 76
Security Code 67
Time and Date 84
While listening to a message
Forward a message 63
Save a message 72
Erase a message 3
Listen to next 5
Rewind 2
Repeat 22
Fast forward 4
Mailbox Options 0
Auto Time/Date Stamp 28
Soft Keys are located under the display

TO ADJUST CONTRAST ON DISPLAY
- Press the MENU soft key, dial 20, press the SELECT soft key, press SELECT again, use the UP and DOWN soft key to adjust contrast

TO ADJUST SPEAKER VOLUME
- While using SPEAKER, press TOP or BOTTOM dimple on the round cursor at the bottom of the phone

TO ADJUST HANDSET VOLUME
- While using HANDSET, press TOP or BOTTOM dimple on the round cursor at the bottom of the phone

TO ADJUST RING TONE/VOLUME
- Press the MENU soft key, dial 10, press the SELECT soft key, press SELECT again, use the up/down soft key in the display to adjust volume

TO CHANGE RING TONE
- Dial 720
- Press 1 for internal or 2 for external
- Using the key pad enter 1 thru 8 to hear the different ring tones
- Press Speaker to save

TO PLACE A CALL
- Lift handset or press SPEAKER key.
  - For internal call – dial 3-digit extension.
  - For outside call – select line or dial 9 + telephone number.

TO ANSWER A CALL
- Lift handset or press SPEAKER key.

MUTE
Press the MUTE button to disable the microphone. Used for Handset and Speaker. When the MUTE button is red, your caller cannot hear you

TO PLACE CALL ON HOLD
- Press the HOLD key.

TO RETRIEVE A CALL ON HOLD
- Lift the handset or press the speaker button and press the flashing line key

TO TRANSFER A CALL
- While on a call, press TRANSFER key.
  - Dial extension where call is to be transferred.
  - Hang up, or supervise call (optional) then hang up.

DIRECT TRANSFER TO VOICE MAIL
- While on a call, press TRANSFER key, enter destination extension + 8 and hang up.
- Caller is transferred directly into user’s voice mail account.

FLASH
- The FLASH key will immediately disconnect you from your call and give you new dial tone to place another call.

CONFERENCE CALL
- While on a call, press MORE soft key
  - Press the CONF soft key.
  - Dial second number you wish to conference.
  - When second party answers, press Add & Begin (Soft Keys)

LAST NUMBER REDIAL
- Press REDIAL key. The button on the right side of the cursor Display shows last number dialed, lift handset to dial OR
- Press the bottom of the cursor to scroll through the last 10 numbers dialed
- When the desired number is located lift the handset or press the speaker key

CALL FORWARDING ALL - SET
- Press dial 741
- Press 1 to set.
- Enter 3-digit extension or 9 + outside number.
- Press SPEAKER.

CALL FORWARDING ALL - CANCEL
- Press dial 741.
- Press 0 to cancel.

CALL PICKUP DIRECT
- To pick up another ringing extension, lift handset and press **.
- Enter extension number and converse with party.

TO PROGRAM ONE TOUCH KEYS
- Press SPEAKER key.
- Enter Service Code 751.
- Press one touch key.
- Enter 01 follow by ext or number.
- Press HOLD.
- Press SPEAKER to hang up.

Caller ID
Press the CL soft key
Press the ALL soft key
Use the round cursor to scroll through numbers
Press the CALL soft key or lift the handset to dial number

SOFT KEYS are located under the display