

Personal Directory - Allows you to store 100 entries of personal numbers.

- Press the *Directory* button.
- Navigate to Personal Directory and press the **Select** soft key.

Add an entry:

- Press the **Add** soft key.
- Enter the name for entry using the keypad.
- Press the **Next** soft key.
- Enter the number for the entry using the keypad. Enter "9" if needed.
- Press the **Done** soft key to store the entry.

Edit an entry:

- Use your navigation keys to select the desired entry to edit.
- Press the **Edit** soft key.
- Make the necessary changes.
- Press the **Done** soft key to save the entry.

Delete an entry:

- Use your navigation keys to select the desired entry to delete.
- Press the **Del** soft key.
- Press the **Confirm** soft key to delete the entry.

Search for an entry:

- Use your navigation keys to select the desired entry.
- Press the **Dial** soft key to call the stored number.

Copy entries to your Personal Directory:

- Press the Copy key to copy entries from other lists such as the Caller List and Redial List.

OPTIONS

- Press the *Services* button
- Use navigation button to select option, and press the **Select** soft key.

Adjust Volume (Volume Adjustment key)

- Use the up/down navigation keys to select item to adjust, then press the *Enter* key. (Ringer, Handset, Handsfree, Headset, or Buzzer)
- Use the **Up / Down** soft keys or *Up / Down Navigation* keys to adjust volume.
- Press **Select** to save changes.

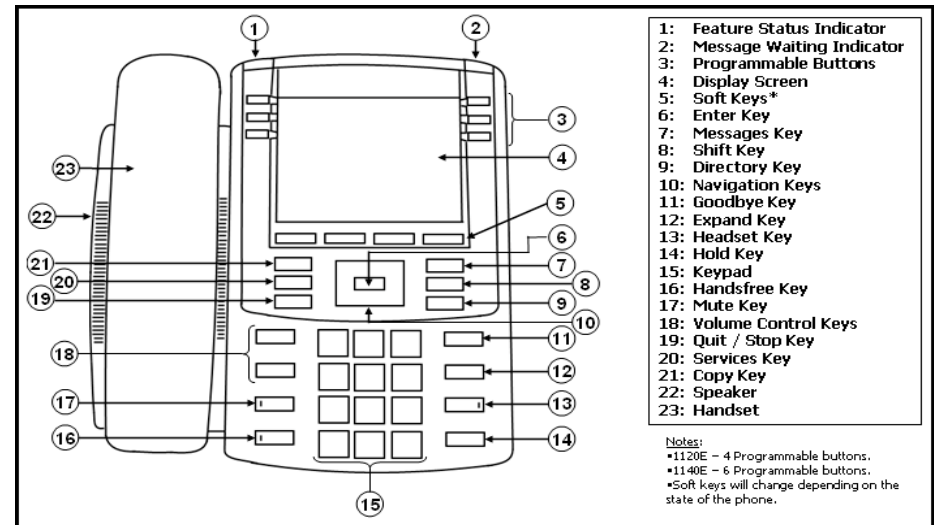
Adjust Screen Contrast (Screen Contrast key)

- Use the **Up / Down** soft keys or *Up / Down Navigation* keys to adjust contrast.
- Press **Select** to save changes.

Ring Type (Ring Type key)

- Use the up/down keys to select ring.
- Press **Play** to preview the ring tone.
- Press **Stop** to stop playing the ringing tone.
- Press **Select** to store the ring tone.

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PLACING CALLS

- Dial Tone - Lift handset or press *Handsfree*, *Headset*, or *Line* button and dial appropriate number.
- Predial - Dial number you wish to call then lift handset or press *Handsfree*, *Headset*, or *Line* button.
- Internal Calls - Dial 4-digit extension number
 - When calling another UH Campus, please dial 9+ 7 digit number. No 808 / 1808 is necessary.
- External Calls - Dial 9 + telephone number
- Emergency Calls - All phones are able to dial 911 or 9+911

ANSWER CALLS

- Lift handset or press *Handsfree*, *Headset*, or incoming *Line* button.

END CALL

- Place handset on cradle or press the *Goodbye* button.

CALL HOLD

- Press the *Hold* button.
- To return to call... press the flashing line key.

Note: When answering a second call on your phone, press the *Hold* button to put the first caller on hold, then select the ringing line key.

ACCESSING VOICE MAIL

- From a phone on the system
 - Dial voice mail extension (**8999**) or press the *Messages* key.
 - At the prompt press # (to access your mailbox)
 - Enter password followed by the # key (**to access your mailbox**)
- From an outside line
 - Dial **932-8999**, the direct number to voicemail, you reach the system greeting.
 - Enter your 7-digit mailbox number followed by the # key.
 - Enter your password followed by the # key.

INTERCOM (RING)

Place A Call:

- Get dial tone and press the Intercom key
- Dial the desired intercom number of the party you want to reach
- Called Intercom number rings (you will not get voice mail on a no answer)

Receive A Call:

- Intercom line rings
- Lift receiver or press Handsfree button to respond to call

SWITCH FROM HANDSET TO HANDSFREE AND BACK

- While on a handset call, press the *Handsfree* button and place handset in cradle.
- While on a Handsfree call, lift handset.

MUTE

- Press *Mute* (LED light flashes red: you can not be heard)
- Press lit *Mute* (LED light is off: you can be heard)

Note: This feature works with handset, handsfree, or headset calls.

LAST NUMBER REDIAL

- Get Dial tone
- Press line button

CALL TRANSFER

- While on an active call press the *Trans* soft key (caller is put on hold - you get dial tone)
- Dial number you wish to transfer caller to
- Announce Call (optional - this is NOT a 3-way call, you are speaking to the 2nd party)
- Press the *Trans* soft key to complete transfer. (You are removed from call)

Note: If party you called is not available (busy, no answer, misdial), press the goodbye key to hang up with the called party then select the line key you wish to be connected to.

CONFERENCE

- While on an active call press the *Conf* soft key (caller is put on hold - you get dial tone)
- Dial number you wish to conference with.
- Consult with the called party (you can speak privately with the called party).
- Press the *Conf* soft key to conference all parties.

Notes:

- If party you called is not available (busy, no answer, misdial), press the goodbye key to hang up with the called party then select the line key you wish to be connected to.
- You may be able to conference up to six parties by repeating the steps
- The conference call remains up if you disconnect from call.

CALL FORWARD

To Set:

- Press the *Fwd* soft key.
- Dial number to forward calls to. (press *Fwd* again to forward calls to the last forwarded number)
- Press the *Fwd* soft key to set
- CFWD shows on display to indicate that the primary line(s) is/are forwarded.

To Cancel:

- Press the *Fwd* soft key.
- Press the *Cancel* soft key. (display shows cancelled)

CALL PICKUP (RINGING NUMBER)

- Get dial tone
- Dial Flexible Feature Code: **13**
- Call is redirected to your line.

Notes:

- You can only pick up extensions programmed in your pickup group.
- If multiple phones are ringing, you pick up the longest ringing call.

DIRECTORY (If Available)

Callers List - Stores incoming calls (100 entries)

Redial List - Stores outgoing calls (20 entries)

- Press *Callers* or *Redial* soft key or use the *Directory* button and navigate to Callers list or Redial list followed by pressing the *Select* soft key.
- Use navigation buttons to scroll up/down list.
- Press the *Dial* soft key to dial number.
- Press the *Edit* soft key to edit the number. Used to add "9" for an outside #.
- Press the *Copy* soft key to copy the entry to your Personal Directory (below)
- Press the *Del* soft key to delete the entry. Press the *Yes* soft key to confirm
- Press the *Quit* button to exit Call Log.

** To Delete the entire list press the *Del* soft key at the Callers/Redial list main menu and press the *Yes* soft key to confirm.