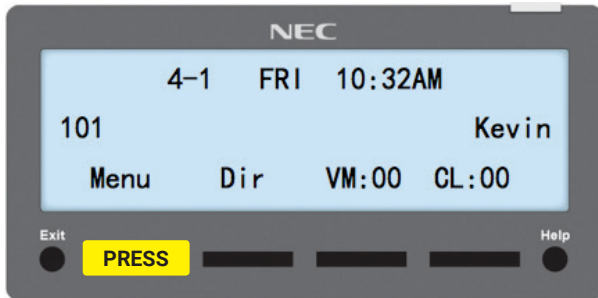


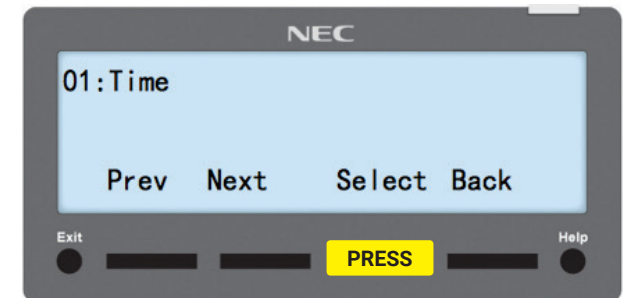
Setting the System Time



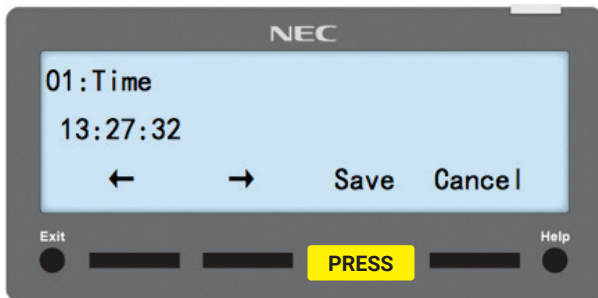
1 Press **Menu**

0 + 1

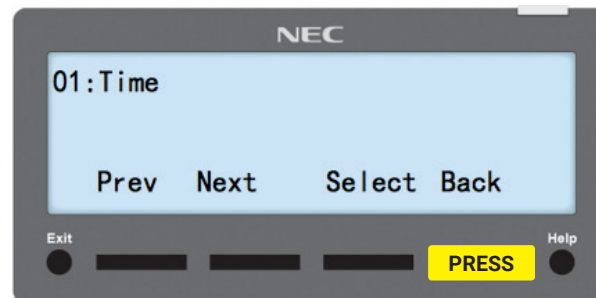
2 Dial **0 1** on the key pad



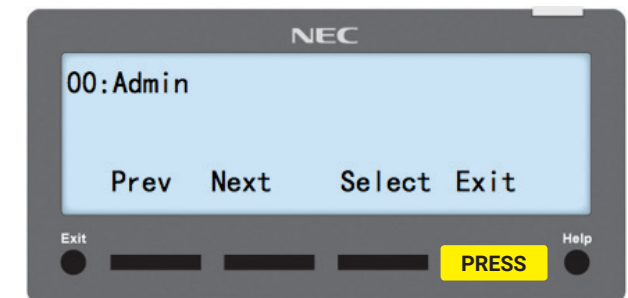
3 Press **Select**



4 Enter new time in 24 hour format. The phone will automatically skip over colons ":"
Press **Save** (You will hear confirmation tone)

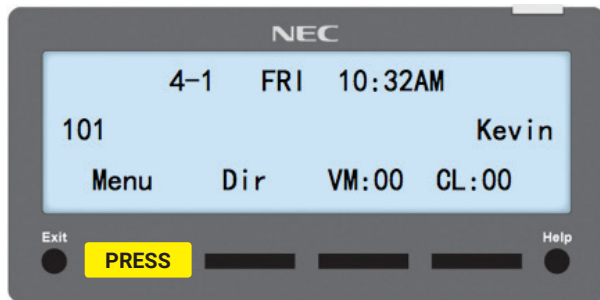


5 Press **Back**



6 Press **Exit**

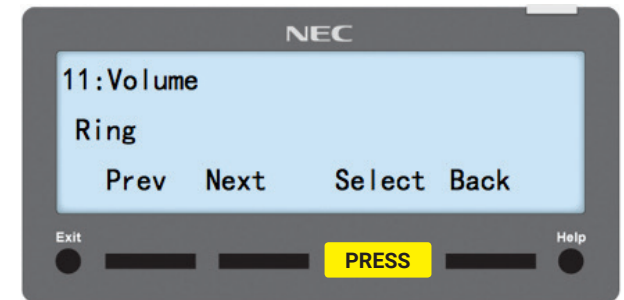
Adjusting the Ring Volume



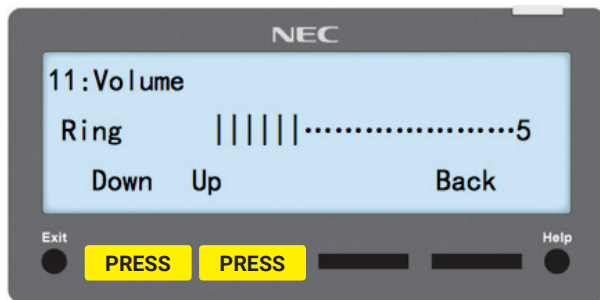
1 Press **Menu**

1 + **1**

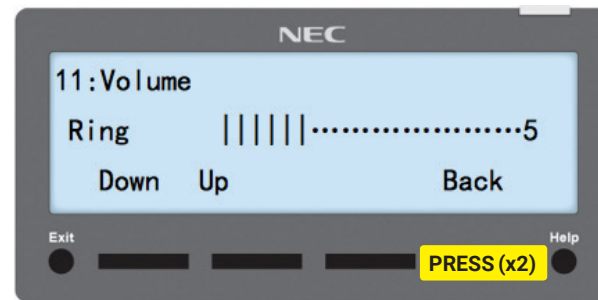
2 Dial **1 1** on the key pad



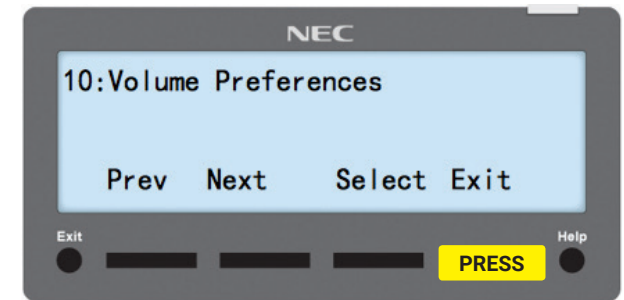
3 Press **Select**



4 Press **Down** or **Up** until you reach the desired volume



5 Press **Back** two times



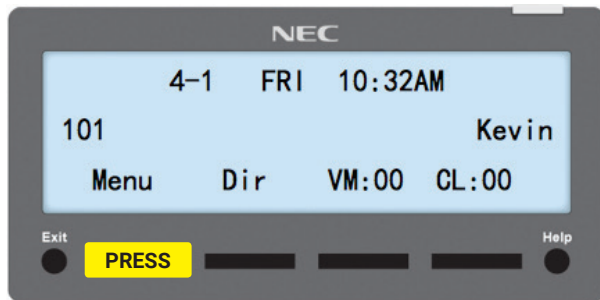
6 Press **Exit**

OR

Press the **Up** and **Down** keys on the circular menu button while the phone is ringing

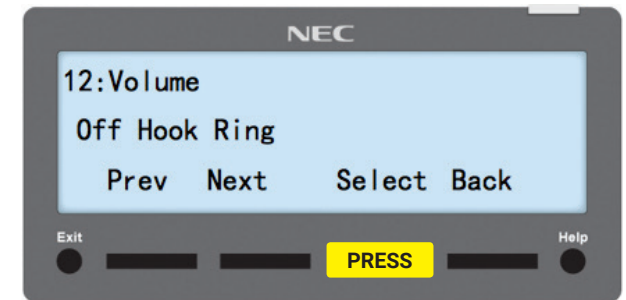


Adjusting the Off-Hook Ring Volume

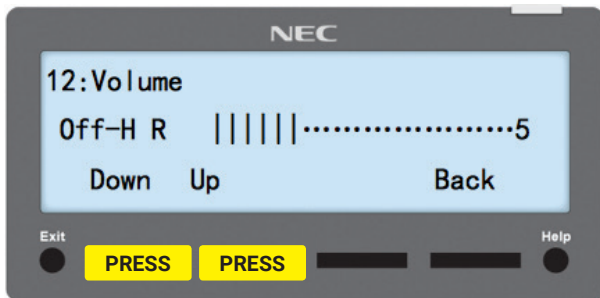


1 Press **Menu**

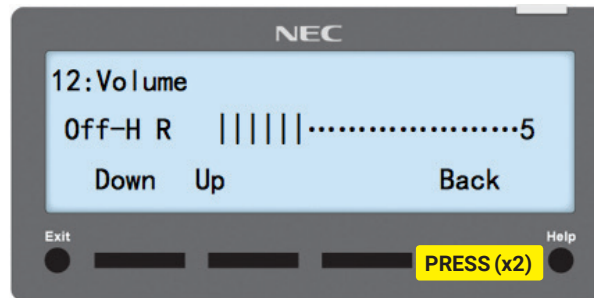
1 + **2**



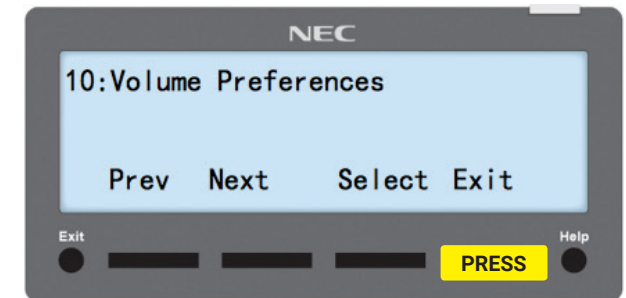
3 Press **Select**



4 Press **Down** or **Up** until you reach the desired volume



5 Press **Back** two times



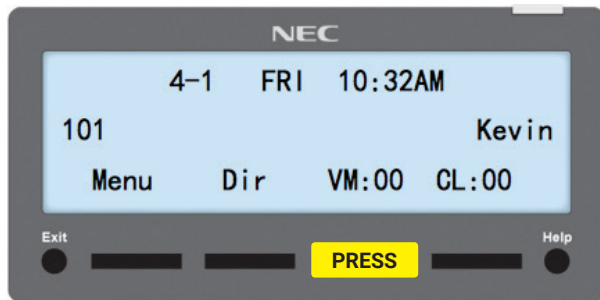
6 Press **Exit**

OR

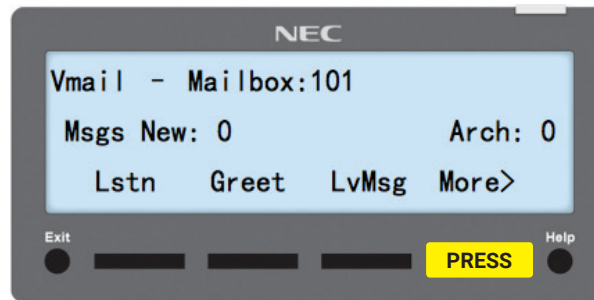
Press the **Up** and **Down** keys on the circular menu button while the phone is off-hook and ringing



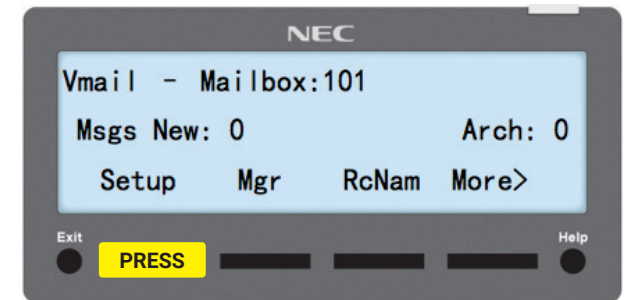
Changing Your Security Code (With Advanced InMail License)



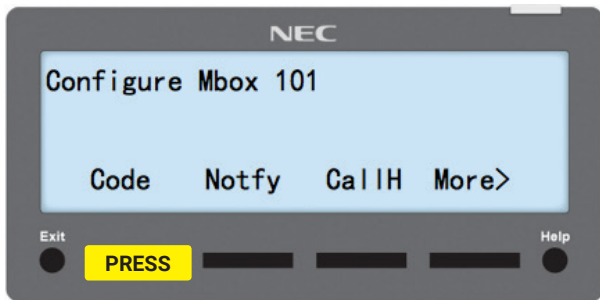
1 Press **VM:00**



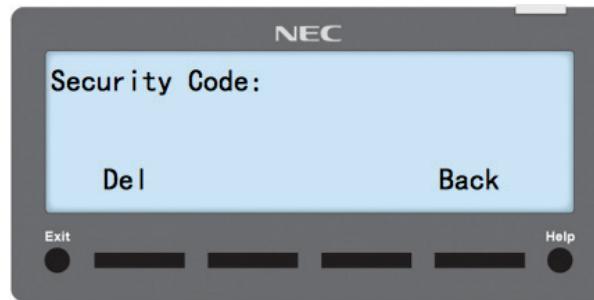
2 Press **More**



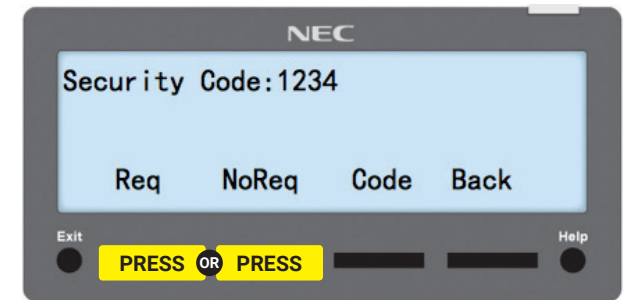
3 Press **Setup**



4 Press **Code**



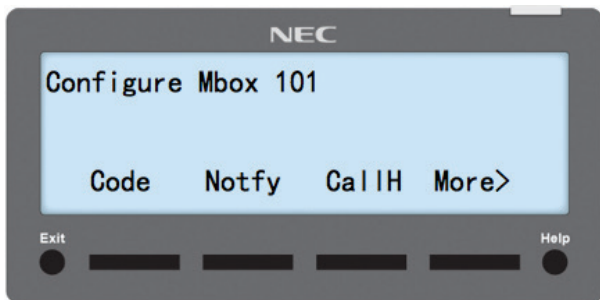
5 Dial 4-Digit Security Code on the key pad



6 To NOT have to enter your security code when checking voicemail from your own extension, press "NoReq"

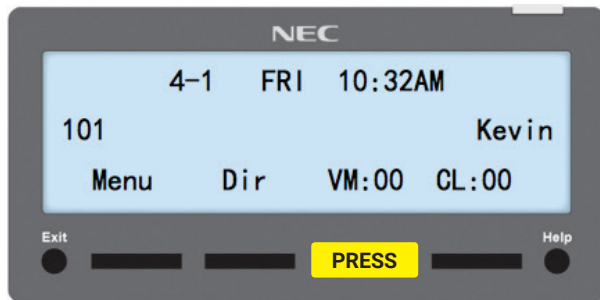
OR

To require the security code, even from your own extension, press "Req"

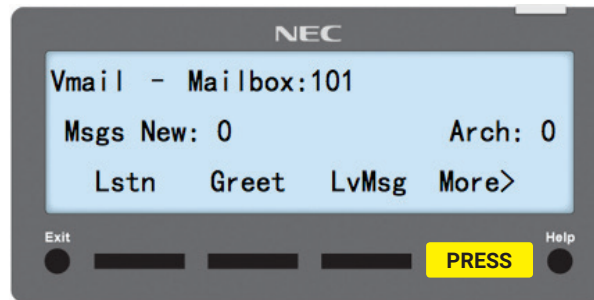


7 You will hear: ***"Your security code has been changed."*** Hang Up

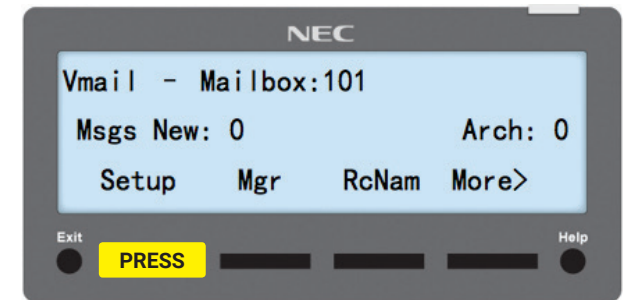
Changing Your Security Code (Without Advanced InMail License)



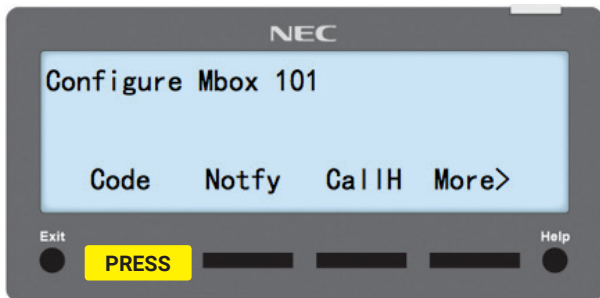
1 Press **VM:00**



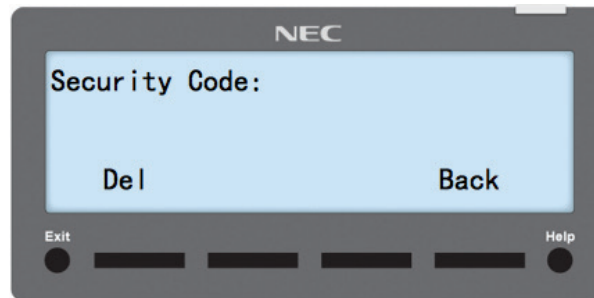
2 Press **More**



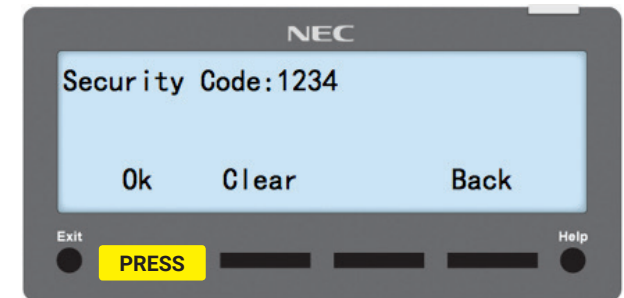
3 Press **Setup**



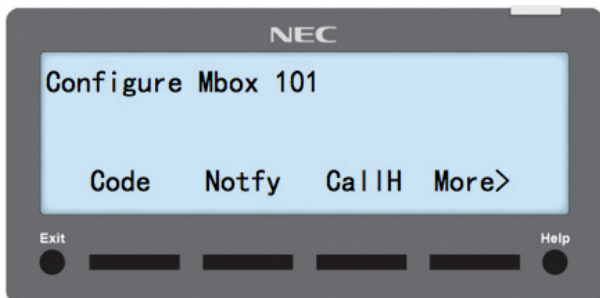
4 Press **Code**



5 Dial 4-Digit Security Code on the key pad

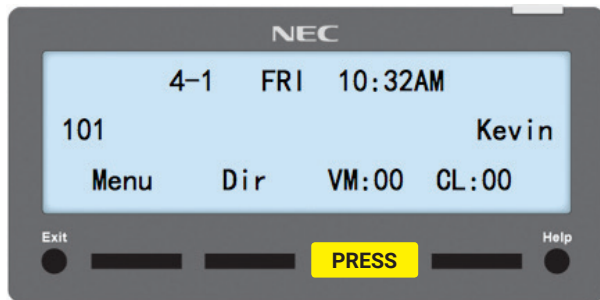


6 Press **OK**

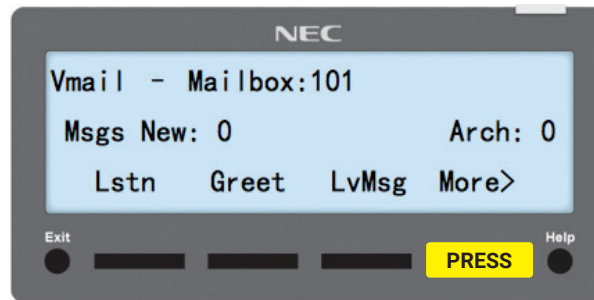


7 You will hear: ***"Your security code has been changed."*** Hang Up

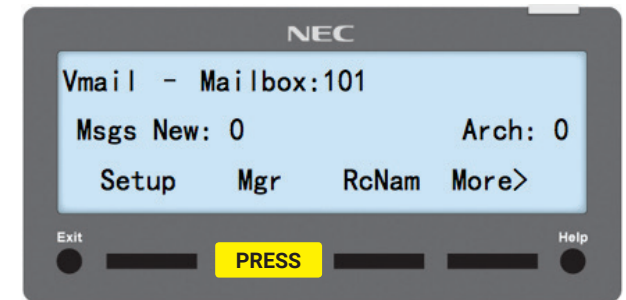
Recording the Main Company Greeting



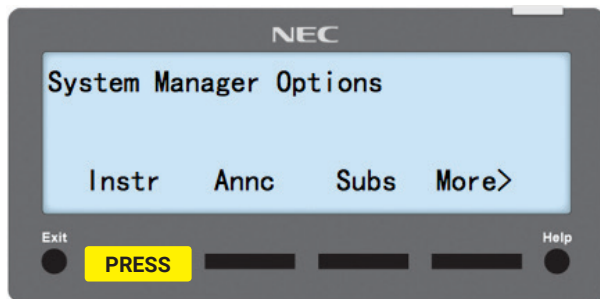
1 Press **VM:00**



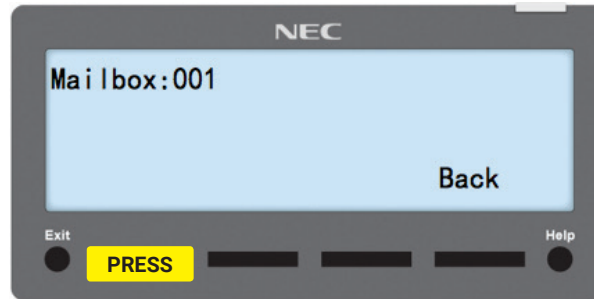
2 Press **More**



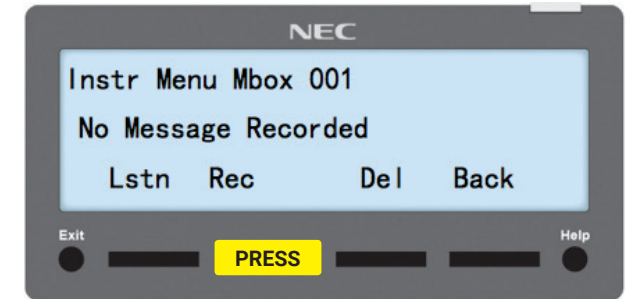
3 Press **Mgr**



4 Press **Instr**



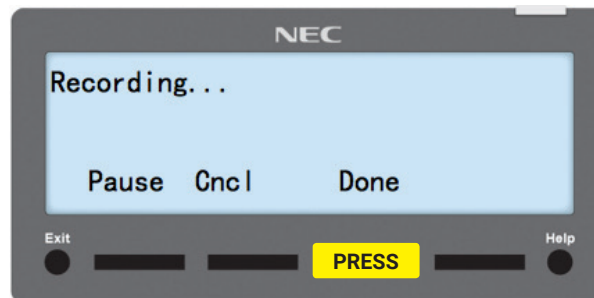
5 Dial **0 0 1** on the key pad



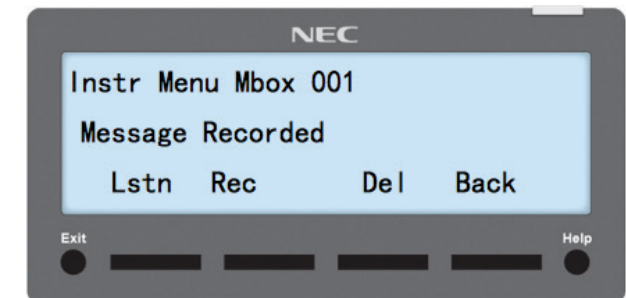
6 Press **Rec**



7 Wait for the tone and speak your greeting in to the handset

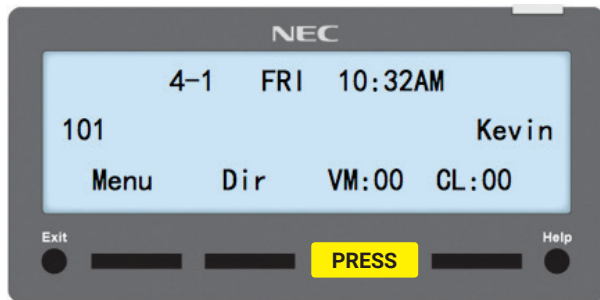


8 Press **Done** when finished speaking

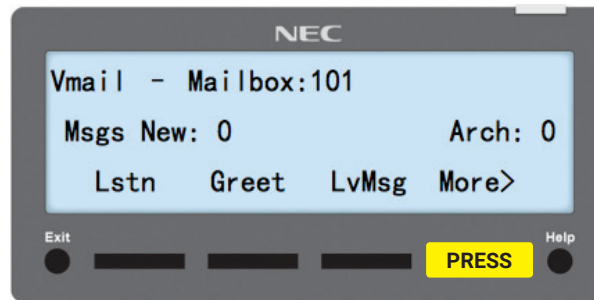


9 Hang up

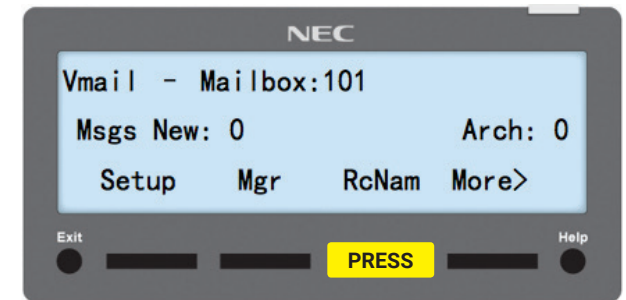
Recording Your Mailbox Name



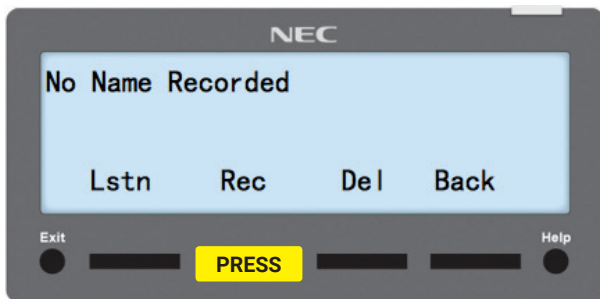
1 Press **VM:00**



2 Press **More**



3 Press **RcNam** (Record Name)



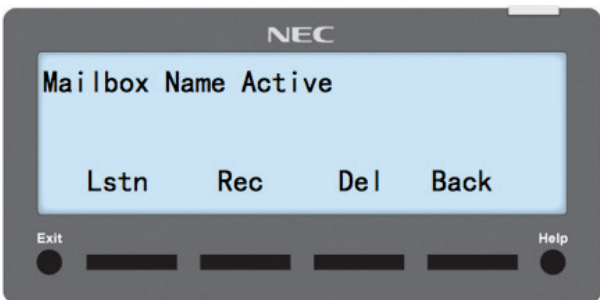
4 Press **Rec**



5 Wait for the tone and speak your greeting in to the handset

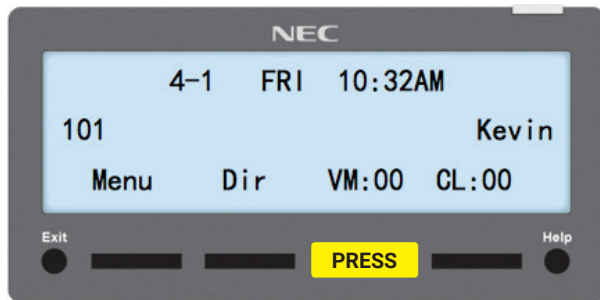


6 Press **Done** when finished speaking

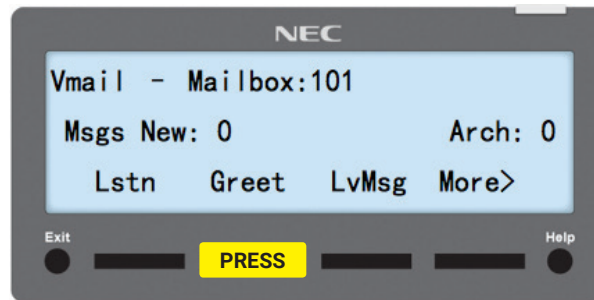


7 Hang up

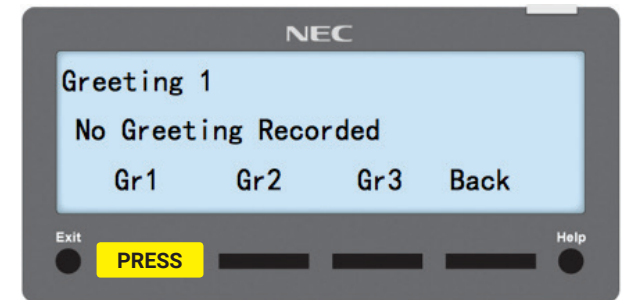
Recording Your Personal Greeting



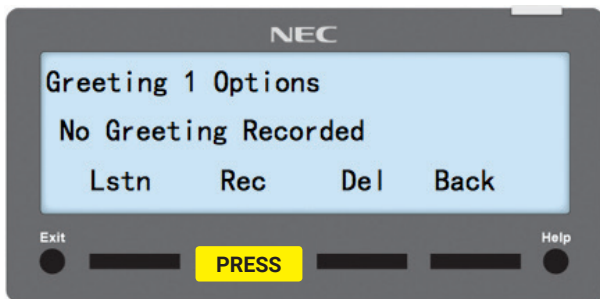
1 Press **VM:00**



2 Press **Greet**



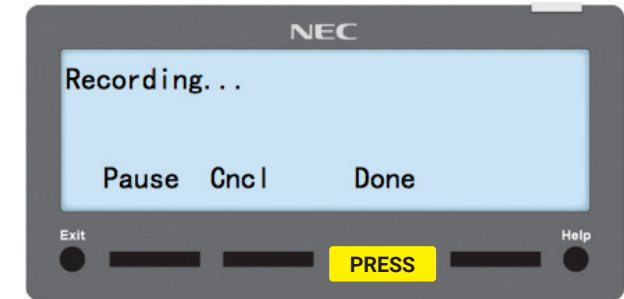
3 Press **Gr1**



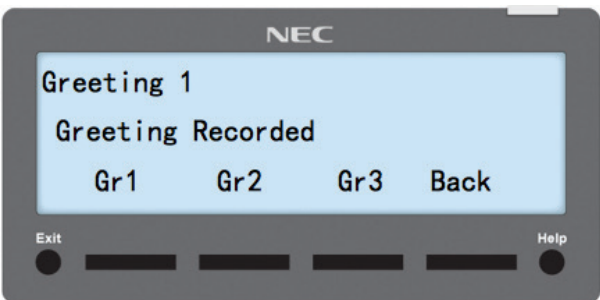
4 Press **Rec**



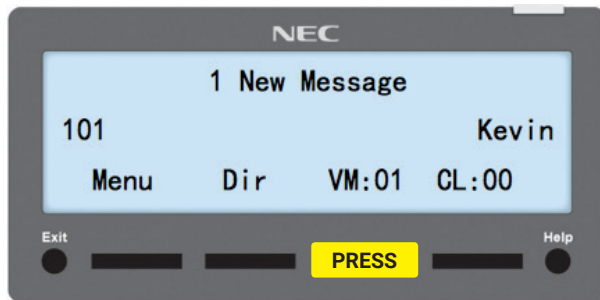
5 Wait for the tone and speak your greeting in to the handset



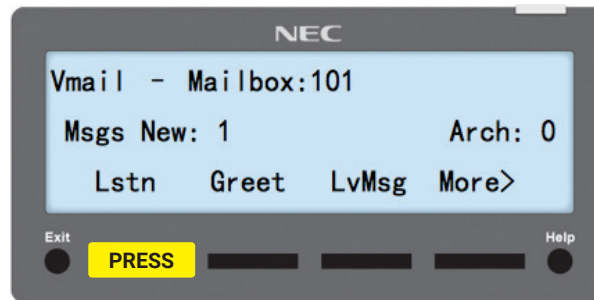
6 Press **Done** when finished speaking



7 Hang up



1 Press **VM:01**



2 Press **Lstn**

Options while listening to a message:

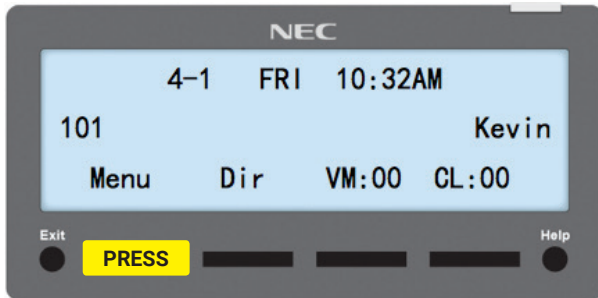
- To go back 5 seconds..... Dial 2
- To skip ahead 5 seconds..... Dial 4
- To pause and unpause the message..... Dial *

Options during and after listening to a message:

- To restart the message Dial 22
- To reply to the sender Dial 73
- To forward the message..... Dial 63
- To hear the message headers..... Dial 84
- To delete the message Dial 3
- To leave the message marked as new Dial 66
- To call the sender of the message..... Dial 62
- To archive (save) the message Dial 72

Changing the Intercom Answer Method of Your Phone

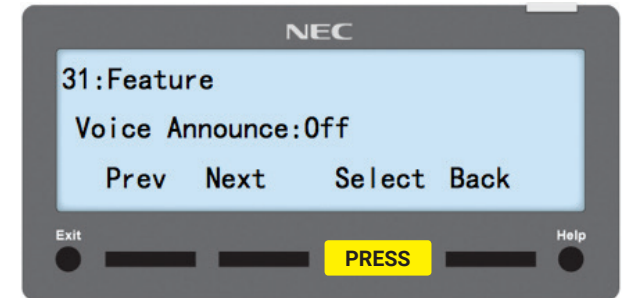
USER GUIDE



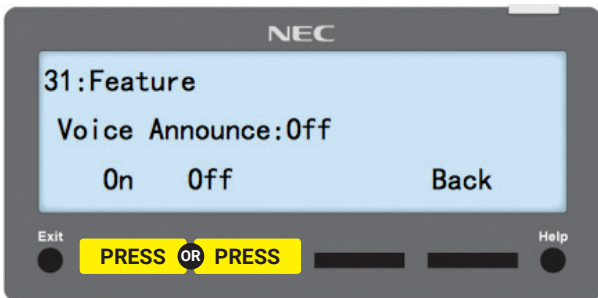
1 Press **Menu**

3 + 1

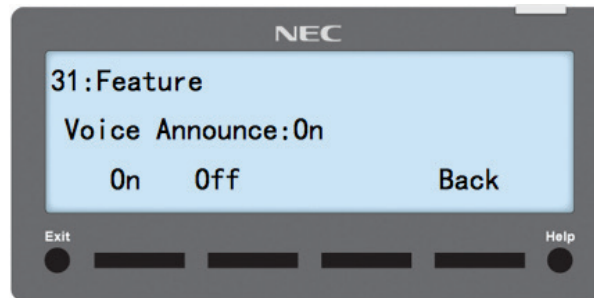
2 Dial **3 1** on the key pad



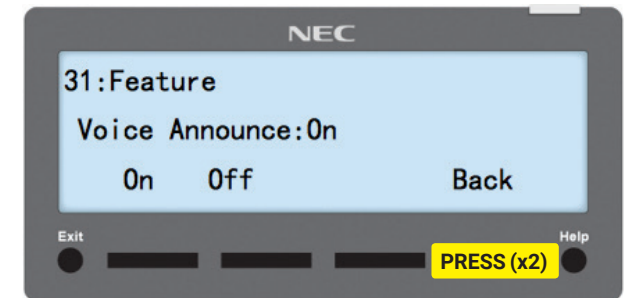
3 The current setting will be displayed.
Press **Select**



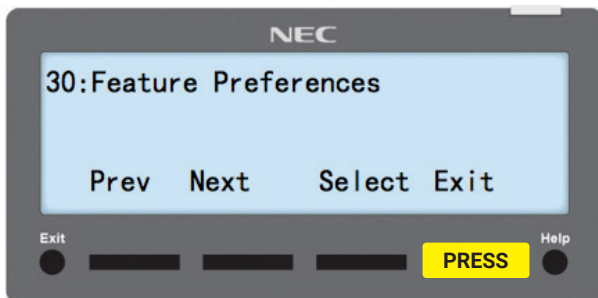
4 Press **On** or **Off**. The display will change to reflect the choice



5 The setting is now saved

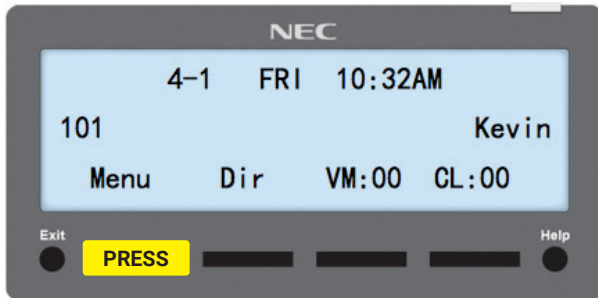


6 Press **Back** two times



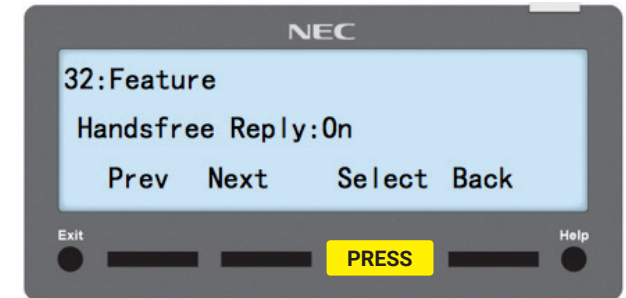
7 Press **Exit**

Changing the Mic Setting for Voice Announce Calls

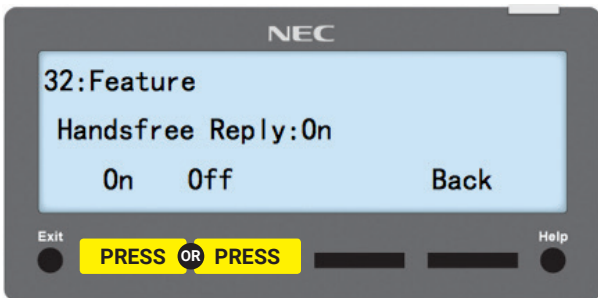


1 Press **Menu**

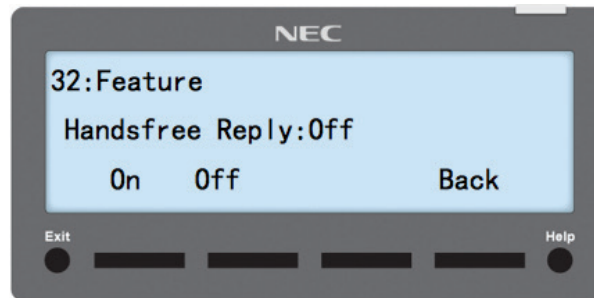
3 + **2**



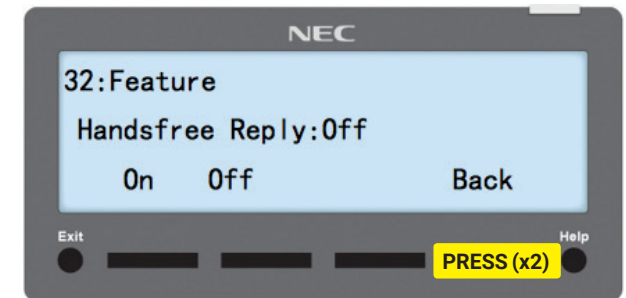
3 The current setting will be displayed.
Press **Select**



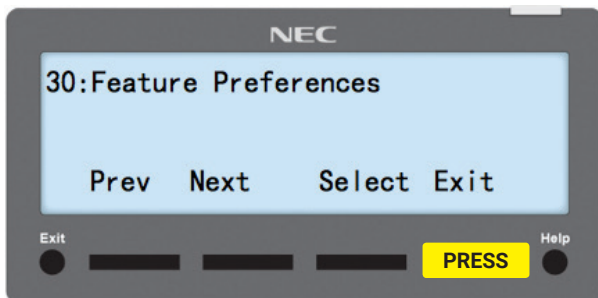
4 Press **On** or **Off**. The display will change to reflect the choice



5 The setting is now saved



6 Press **Back** two times



7 Press **Exit**