

## PHONE OUTLINE:




- **LCD Screen** – Shows information about calls, messages, soft keys, time, date, and other relevant data.
- **Power Indicator** – Indicates call status, message status and Phone's system status.
- **Line Keys** – Use these keys to activate up to 16 feature keys.
- **Headset** – Toggles and indicates Headset Mode.
- **Mute** – Toggles and indicates Mute feature.
- **Message** – Access voice messages.
- **Hold** – Places a call on hold or resumes a held call.
- **Redial** – Redials a previously dialed number.
- **Transfer** – Transfers a call to another party.
- **Speakerphone** – Toggles and indicates the hands-free mode.
- **Volume** – Adjusts the volume of the handset, headset, speaker, ringer, or media.
- **Navigation Keys** – Scrolls through displayed information,
- **OK**, confirms actions or answers incoming call.
- **X** cancels action or rejects an incoming call.



For Online Video on step-by-step features click here: <https://vimeo.com/812622575>

## PHONE INSTRUCTIONS

### DIAL OUT:

- Lift **HANDSET** or press **SPEAKER** Key 
- Dial Number
- Press the **SEND** soft key


### MUTE:

- To Mute yourself (You can still hear caller), press the **MUTE** button 
- To Un-Mute yourself, press the illuminated **MUTE** button 

### ANSWERING A CALL:

- Pick up **HANDSET**
- Press the **SPEAKER** key  or
- Press the soft **ANSWER** key (will answer on speakerphone)


### TRANSFER A CALL:

- Press **TRANSFER** key  Transfer soft key on display, dial extension number
- Announce call (optional)
- Hang up for call to be transferred

**To Transfer Directly to Voicemail:** Press Transfer, press \*, followed by the extension, then hang up

### PERSONAL HOLD:

*Holds call on your handset only.*

- With an active call, press the **HOLD** button  or soft key on the display of your phone

**To retrieve call:** lift handset, press the **HOLD** key or **RESUME** from display of phone

### PARK HOLD:

*Holds call on all handsets.*

- With an active call: press **PARK** key; System will automatically designate the park number for you

**To Retrieve Call:** lift handset and dial **PARK** number or press the Park button (if applicable)

### REDIAL:

*With the handset in the cradle...*

- Press **REDIAL** key
- Press Up and Down arrows to review the last 20 numbers you have called
- Pick up the handset to dial number on display


### CALL HISTORY:

- Press the **HISTORY** soft key
- The LCD screen displays all records
- Use < or > to switch among All Calls, Missed Calls, Placed Calls, Received Calls and Forwarded Calls
- Use < or > to scroll through calls
- On the selected number, you can press the Option soft key, and then select details to view more information about the call or
- Press the **Send** soft key to call number

**CONFERENCE CALL:**


- Start a regular call with one of your contacts or any external number
- Press the Conference Soft key on the display of your phone
- Call the next person you would like to conference in
- Once call is connected, press the Conference soft key again
- *To End Conference, hang up*

**DND:**

- Press the **DND** key to activate **DND**. When active you will have a DND symbol  on your display
- **To deactivate:** Press the **DND** key again

**CALL FORWARDING:**

*To turn Call Forwarding on:*

- With the handset Idle, press the **Transfer**  button
- With Always Forward highlighted, press OK
- See Always forward: Off, scroll > to toggle On
- Scroll Down to forward to and Enter the number you want to transfer the call to
- Press **Save**.

*To turn Call Forwarding Off:*

- *Follow first two steps, and at step 3 toggle to Off*
- Press **Save**

**CHANGING WALLPAPER:**


- Press **Menu**
- Press **Basic**
- Press **Display**
- Press **Wallpaper**
- Move the **arrows** → to scroll through the wallpaper
- Press the **Save** soft key to accept the change or the **Back** soft key to cancel.

**ADJUSTED SCREENSAVER TIMEOUT:**

- Press **Menu**
- Press **Basic**
- Press **Display**
- Press **Screensaver**
- Move the **arrows** → to adjust screensaver time (note: 6hr is the longest timeout)
- Press the **Save** soft key to accept the change or the **Back** soft key to cancel.

**ADJUSTING RING & SPEAKER VOLUME:**

*To adjust Ring Volume:*

- With the handset in the cradle, press the Volume button 

*To adjust Handset & Speaker Volume:*

- While on an active call, press the Volume button  Up and Down to adjust the volume.

## VOICEMAIL

### ACCESSING YOUR MAILBOX:

- Press your **Message** key 
- Enter default PIN [provided by NATG], then press #

### CHANGING YOUR PIN:

- Press your **Message** key
- **Enter** default **PIN**, then press #
- Press **3** for **Personal Options**
- To change your PIN, press 2
- Enter a **4 – 10 digit PIN**, then press the # key when done
- Press \* to return to the main menu

### RECORDING YOUR GREETING:

- Press your **Message** key
- Enter your PIN, then press #
- Press **3** for **Personal Options**
- Press **1** to **Record** your voicemail
- After listening to your current greeting, press **1** to record a **new** greeting
- Record your greeting, press # when finished
- After reviewing your greeting, press **1** to accept it

### LISTENING TO MESSAGES:

- Press your **Message** key
- Enter your PIN, then press #
- Press **1** to listen to **New** messages
- Press **2** to listen to **Old** message
- While listening to the message, press:
  - **1** - replay the current message
  - **2** - delete the VM
  - **5** - confirm the deletion
  - **3** - mark message as unheard
  - **4** - skip the current message
  - **5** - callback the sender of the voicemail
  - **6** - forward voicemail to the extension
  - **#** - skip the playback of message details

### CHECKING YOUR VOICEMAIL REMOTELY:

- From an outside line **call your direct number**
- When the voicemail greeting begins, press #
- Follow the voice prompts - please **enter your extension**, Press # when done
- Follow the voice prompts - please **enter your PIN** code. Press # when done
- Follow the voice prompts and select your desired task:
  - Press **1** to **listen** to **new** voice messages
  - Press **2** to **listen** to old messages.
  - Press **3** for **personal options** - this also allows you to update your voicemail greeting