

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



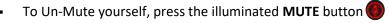
PHONE INSTRUCTIONS

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



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 **a** 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.



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
 - o **2** delete the VM
 - 5 confirm the deletion
 - o **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

