**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 ringing tone.
- Press Stop to stop playing the ringing tone.
- Press Select to store the ring tone.

**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 5-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 (65600) 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 956-5600, 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.

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.

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

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 Calls 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.