Terms

- **PRIME LINE** - The PRIME LINE refers to your telephone’s number.
- **AND #** - The * (star) and # (pound) buttons on the keypad are used with certain numbers for accessing features.
- **ACCESS CODE** - An ACCESS CODE is a two-button code that lets you use certain features on the telephone, such as CALL FORWARD (*+7).
- **HUNT GROUP** - A HUNT GROUP allows a call to be directed to an idle station in a prearranged group when the called station is busy.
- **PICK-UP GROUP** - This feature allows you to answer calls directed to other telephones in a programmed group by simply dialing an access code or pressing a PICK button.
- **TIE LINES** - A telephone line which connects you to the V.A. Hospital, University Hospital, or University Health Center - Downtown by dialing a tie line access code and a four- or five- digit extension number (94+XXXX or 98+XXXXX).

Basic Operations

- **TO TURN PHONE ON** - press END/PWR key and hold for more than two seconds.
- **TO TURN PHONE OFF** - press END/PWR key and hold for more than two seconds.
- **TO RECEIVE A CALL** – As your telephone rings, either L1 or L2 will illuminate. Press the key that is lit.
  - Begin speaking into the microphone.
- If you leave the service area, your phone will show NO SERVICE in the display. The phone cannot be used until it is within your wireless coverage area.
- The phone has a rechargeable battery. If the battery is not charged the phone will not work. It is recommended that the phone be placed on the charger each night before leaving so that the battery can be charged up for the next days use.

To Adjust Ring Volumes

- **To Turn Up Ring Volume:***
  - Press the FNC/Clear button.
  - Press F3. Phone display shows:
    
    VOL: [ ]

    DWN OFF UP

  - Press the F3 button to turn up volume.
  - Press L1 to enter.

- **TO TURN DOWN RING VOLUME:**
  - Press the FNC/Clear button.
  - Press F1. Phone display shows:
    
    VOL: [ ]

    DWN OFF UP

  - Press F1 button to turn down volume.
  - Press L1 to enter.

- **TO TURN OFF RING:**
  - Press the FNC/Clear button.
  - Press F2. Phone display shows:
    
    VOL: [ ]
• **DWN OFF UP**
  - Press the F2 button again to turn off ring.
  - Press L1 to enter.
  - The silent ring icon will appear on the display.
• **TO USE INCOMING CALL VIBRATION NOTIFICATION:**
  - To enable Incoming Call Vibration Notification, Press FNC/CLEAR button.
  - Enter 06. Phone display shows:
    - Vibration
    - Press F1 to turn on.
    - Press L1 to enter

### Features

- **CALL FORWARD (FWD)** - CALL FORWARD allows you to forward all calls to another telephone number.
  - With Access Code (* + 7)
    - Get dial tone on L1 or L2 and press * + 7, you will hear the special dial tone.
    - Dial the extension number you want to forward your calls to, you will hear the service set tone.
    - To cancel get dial tone on the line that is FWD and press # + 7. When you hear the service set tone, hang up.

- **CALL FORWARD/BUSY/NO ANSWER (FWBNA)** - CALL FORWARD/BUSY/NO ANSWER allows you to forward your calls to another telephone number when you are away from your desk or if your line is busy.
  - With Access Code (* + 8)
    - Get dial tone on L1 or L2 and press * + 8, you will hear the special dial tone.
    - Dial the extension number you want your calls to FWBNA to, you will hear the service set tone.
    - To cancel get a dial tone on line that is FWBNA and press # + 8. When you hear the service set tone, hang up.

- **LAST NUMBER REDIAL** – The telephone will retain the last five numbers you have dialed on either L1 or L2.
  - To access those numbers:
    - While the phone is in a standby state, press F3.
    - The telephone will display the last number dialed.
    - If that is the number you wish to dial, press L1 or L2 and the number will be dialed.
    - If that is not the number you wish to dial, press the down arrow to scroll through the last five numbers dialed.

- **TO TRANSFER A CALL**
  - Press F2, you will hear a special dial tone.
  - Dial the telephone number you wish to transfer to call to.
  - Press END/PWR to complete the transfer.

- **TO PLACE A CALL ON HOLD**
  - If you need to place a call on hold:
    - Press F1. Call will be placed on hold.
    - Press L1 or L2 to recall the call from hold.

- **TO ADJUST CALL VOLUME** – Press the Up or Down arrow and hold for more than two seconds during a call to adjust the volume.