Important info.:

- Do not unplug or move phones to other jacks or wall plates. *Open a helpdesk ticket at [www.fau.edu/helpdesk](http://www.fau.edu/helpdesk) for all phone, fax, and analog line moves.


- Your programmed line appearances may not appear until everyone has moved into the new bldg.

- Support Services at 7.6235 is avail. Monday – Friday from 8 am to 5 pm for assistance

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5-way navigator

Press ▲ key:
- Scroll upwards

Press ◀ key:
- Cancel function
- Delete character left of cursor
- Go up a level

Press ▼ key:
- Scroll downwards

Press ◢ key:
- Confirm input
- Perform action

Press ◠ key:
- Call up the context menu
- Go down a level

**NOTE:** **SELECT = OK** on Touch Wheel

### Function Keys and Audio Keys

- End (disconnect) call
- Redial
- Activate/deactivate forwarding
- Service/Applications menu
- Voicemails/Call lists
- Turn speaker on/off
- Turn headset on/off
- Turn microphone on/off

### Key
- Write special characters
- Switch between upper/lower case and digit entry.

### Function during text input
- Deactivate the ring tone.
- Activate telephone lock.

(Below icons appear on Display Screen when feature is activated)
### Answering and Placing a Call

**via Handset**
- Lift Handset
- Press Speaker button

**or Headset**
- Press Headset button (Headset LED will illuminate)

**Placing a call:**

**NOTE:** All telephones have a “hot” keypad that allows immediate dialing without lifting receiver. This will automatically activate the SPEAKER option on each telephone. To move a call from speaker to handset, simply lift handset.

**EXTERNAL CALLS:**
- Dial the 10-digit telephone number

**INTERNAL CALLS:**
- Dial Internal Extension number

**Redial**

Enables user to select from their Redial list an internal/external number dialed

**Hold**

Place a caller on hold at your extension
The HOLD ICON will appear in the display as the call is holding. (if applicable)

**Transfer**

Transfer a call to another party

*NOTE – If BLIND TRANSFER is selected, the call will immediately transfer to desired extension*

**Consult**

Consult privately with a 2nd party

**Conference**

Create a Quick Conference Call (maximum of 16 parties)

**Touchwheel Menu/Options**

**EXPLANATION**

- You have received one or more NEW MESSAGES
- One or more new entries have been added to the CALL List
- CALL FORWARDING is active
- The DO NOT DISTURB Function is active
- The PHONE LOCK is active
MUTE
To temporarily deactivate the microphone on the handset or speakerphone.

- Press the Mute button
- The light on Mute button will illuminate to ensure feature is activated.
- To Deactivate mute, press the lit Mute button
- The light on the Mute button will deactivate

FORWARDING

- Right arrow to “more features” to program destinations

AUDIO SETTINGS ♫
Press the Program / MENU Button
Access USER menu
Scroll ‡ to and select Audio
Scroll ‡ to and select Volumes or Settings
Scroll ‡ to and select Ringer Melody
Scroll ‡ to and select tone 1 thru 8
Select Save & Exit and press OK