Your Phone
1. Incoming call or voicemail indicator
2. Camera
3. Feature and session buttons
4. Softkeys
5. Back, Navigation cluster, and Release
6. Hold, Transfer, and Conference
7. Headset, Speakerphone, and Mute
8. Voicemail, Applications, and Directory
9. Volume

Feature and Session Buttons
Use feature buttons (left side) to view calls on a line or access features such as Speed Dial. Use session buttons (right side) to perform tasks such as resuming a held call. If you use a locale that reads right to left, the feature and session button locations are swapped.

Buttons illuminate to indicate status:
- Green, steady: Active call
- Green, flashing: Held call
- Amber, steady: Private line in use
- Amber, flashing: Incoming call
- Red, steady: Remote line in use
- Red, flashing: Remote line on hold

Make a Call
Enter a number and pick up the handset.

Voice Dial
Press Voice Dial or dial "0" and say the name you wish to reach.

Setup Voicemail for the first time
1. Press the Voicemail button
2. Enter the default temporary PIN: 147369
3. Follow the prompts to setup your name, voice mail greeting, and personalized PIN.
4. Choose a 6-digit PIN that is easy to remember
5. Do not use repeating digits (e.g., 111111), sequential numbers (e.g., 123456), or any part of your phone number

To check voice mail off-campus
1. Dial your full desk phone number (xxx)-xxx-xxxx
2. Wait until the voice mail starts and press *
3. The system will ask you for your ID – enter your 5 digit extension
4. When prompted, enter your PIN, then press #
5. To access your mailbox, press 2

Listen to Your Voice Messages
Press Messages and follow the voice prompts. To check messages for a specific line, press the line button first.

Answer a Call
Press the flashing amber line button or pick up the handset

Put a Call on Hold
1. Press Hold
2. To resume a held call, press Hold again.
Mute Your Audio
1. Press Mute
2. Press Mute again to turn mute off.

Adjust the Screen Brightness
1. Press Applications
2. Select Settings > Brightness
3. Press the Navigation cluster left to decrease, or right to increase, the brightness
4. Press Save

Change the Font Size
1. Press Applications
2. Select Settings > Font Size.
3. Select a font size.
4. Press Save.

Stop Your Video
1. Turn the camera shutter counterclockwise to stop your video.
2. Turn the camera shutter clockwise to start your video.

Adjust the Ringtone Volume
Press Volume left or right to adjust the ringer volume when the phone is not in use.

Change the Ringtone
1. Press Applications
2. Select Settings > Ringtone.
3. Select a line.
4. Scroll through the list of ringtones and press Play to hear a sample
5. Press Set and Apply to save a selection.

To report issues with the new phone, please submit a ticket: https://helpdesk.fau.edu/TDClient/Requests/ServiceDet?ID=33826
If you have any questions, please call Support Services 561.297.6235 or 7-6235

Instructions specific to FAU