




Someone's Calling!

Symbols to know:

Symbol	Meaning
	Missed Call
	Unread Voice Mail
	The Do Not Disturber button is enabled

Setting up your voice mail:

1. Press the Message button on the phone
2. When prompted enter the following passcode 0400#
3. The phone will ask you to state a greeting followed by the # key
4. The phone will ask you to state your name followed by the # key
5. The phone will ask you if you would like your name stated in the directory press 1 for yes

Changing your Passcode:

1. Press the Message button on the phone
2. When prompted enter the following passcode 0400#
3. Press 5 for Options
4. Press 1 to change the passcode
5. Enter a 4 digit passcode followed by the # key

Checking your Voice Mail:

1. Press the Message button on the phone
2. When prompted enter your new passcode followed by the # key
3. Menu Options:
 1. **New Messages**
 1. Save Message
 2. Repeat Message
 3. Forward Message
 4. Delete Message
 5. Next Message
 6. Reply to Message
 2. **Old Messages**
 3. **Send Message**
 4. **Call Forwarding**
 5. **Options**
 1. Set new Passcode
 2. Record Name
 6. **Greeting Settings**
 1. Record new Greeting
 2. Review Greetings
 3. Select Greeting
 7. **Retrieve Deleted Voice Mails**

What do the lights mean?:



Power Indicator LED (Rectangular light in the upper right hand corner)

LED Status	Description
Solid red	The phone is initializing
Fast flashing red	The phone is ringing
Slow flashing red	The phone received a voice mail
Off	The phone is off, idle, or the call is muted

Line Key LED (Second round light / button to the right of the display)

LED Status	Description
Solid green	The line is in use
Fast flashing green	The line is receiving a call
Slow flashing green	The call is placed on hold
Off	The line is inactive

Volume Adjustment:

1. Press  during a call to adjust the receiver volume of the handset or speakerphone
2. Press  when the phone is idle to adjust the ringer volume