

SOFT KEY PROGRAMMING FOR MULTI-LINE (display) PHONES

- ◆ **TO ADJUST INITIAL RECEIVING VOLUME:** with the handset in the cradle, **press the FEATURE key and the number 2.**
- ◆ **TO ADJUST INCOMING RINGER VOLUME:** while the phone is ringing, press the up/down arrow located on the bottom right of the instrument.
- ◆ **TO ADJUST HANDSET VOLUME:** while listening to the caller, press the up/down arrow located on the bottom right of the instrument.
- ◆ **TO ADJUST DISPLAY BRIGHTNESS:** with the handset in the cradle, press the up/down arrow located on the bottom right of the instrument.
- ◆ **TO SELECT RINGER TONE:** with the handset in the cradle, **press FEATURE and 3.**
- ◆ **TO USE REDIAL FEATURE,** press REDIAL (keep pressing until you see the number you want), press the star key (*) to dial the displayed number.
- ◆ **TO UTILIZE THE "HANDS FREE" FEATURE,** the **MIC** light must be lit (bottom right of the instrument). To turn on the MIC light, go to the display keys (top of instrument – the black triangular keys), find MIC in the display screen, and press the black triangular key below it. **To activate with the handset in the cradle: press the "SPEAKER" key and dial as usual.**

SINGLE-LINE PHONES: Call the Telecom office for instructions on how to adjust ringing volume and ring tone.

If you have any questions, please contact the Telecom Office at x2112 or email directoryinfo@cuesta.edu. Thank you.