

Hot Desk:

Press the Hot Desk Button



Press Log In



Using the Key Pad: Enter your extension number
Press OK



Using your Keypad: Enter your PIN (*Your PIN is your extension number*)
Press OK




Screen Saver/Brightness and Contrast:

Enable a Screen Saver

You can program your screen saver to turn on after a specific time period of inactivity on your phone.

To enable a screen saver:

1. Press **Menu**  key.
2. Press Settings.
3. Press Screen Saver.
4. Select the inactivity time.
5. Press the checkbox opposite Display image if you wish the screen saver to be displayed.
6. Press Save.

To set up your mailbox for the first time from your own desk phone

- ❖ Lift your handset, then press the **Message** button (the envelope)
- ❖ Dial **YOUR EXT #**, which is the factory supplied passcode.
- ❖ The system will then play a Tutorial that will assist you in setting up your mailbox

Changing your factory supplied passcode to your own:

1. The Tutorial will ask you to enter **8** for User Options. Dial **8**
2. Dial **7 (P)** You will then be prompted to enter a new passcode, which must be 4+ digits in length, and NOT include your current password, all the same numbers (1111), sequential numbers (1234) or your mailbox number

Recording your Greeting:

1. The Tutorial will ask you to enter **8** for User Options. Dial **8**
2. **Dial 4 (G)** The Tutorial will offer prompts to listen to, record, or delete and re-record your personal.
3. Note: You will be offered the opportunity to manage your *Primary Greeting "P"*, and your alternate, *Busy Greeting "B"*. Use your *Busy Greeting* when you're away for an extended period of time.