Options:

To access the **Options menu** press the **Options** key. Using the up and down navigation keys, move through the options list to find the option you want. Press **Select** to change, activate or deactivate an option. Press the **Done** key after you have made your selection and press the **Quit** key when finished. From here, you can control:

- **Language** – Controls the language on your telephone display
- **Change Feature Key Label** – Changes the names for the programmable line/feature keys
- **Screen Contrast** – Modifies the view of the text on your display screen
- **Volume Adjustment** – press the **Select** key to choose the item you wish to adjust:
  - **Ringer** – Adjusts the volume of the ringer
  - **Buzzer** – Links two telephones together for quick notification purposes
  - **Speaker** – Adjusts the speaker volume
  - **Handset Listen** – Adjust the volume of what you hear through the handset
  - **Handsfree Listen** – Adjust the handsfree speakerphone volume, (if your telephone has handsfree capabilities)
  - **Headset Listen** – Adjusts how loud you speak through your headset.
  - **Headset Sidetone** (3904 set only) – Adjusts the sound you hear through headset or handset when speaking. (Without this feedback the user may perceive the telephone as not working.)
Directory/Log

To access the Directory/Log press the Directory/Log key. Use the up and down navigation keys to make your selection in the shaded area. Press Select to view your options and proceed accordingly. When finished press Quit.

- **Personal Directory** – Allows you to add, copy, edit, delete and search up to 100 entries of names and numbers.

- **Call Log (Callers List)** – Shows a list of caller ID information for incoming calls.

- **Call Log (Redial List)** – Shows telephone numbers of recent outgoing calls

- **Password Administration** – Password protects the Personal Directory and Call Logs each time you enter the Directory/Log menu.

Other Keys:

- **Shift** – Allows you to access the second screen of choices for the Programmable Line/Feature Keys.

- **More** – Allows you to access the additional programmed features for the Programmable Feature Keys.

- **Quit** – Ends an active application. This key does not change the status of the calls currently on the telephone.

- **Copy** – Can be used to copy incoming or outgoing call numbers into the Personal Directory.