



Magix Menu Screen Options

Pressing the "menu" button located beside the display screen accesses these options. After pressing "menu", use the blank buttons (soft keys) directly under the display to select options from the screen.

DIR - Directory - The options are:

- SysDir - A system directory containing speed dial numbers available to everyone; and,
- ExtDir - A directory of company personnel.

Select the directory you want, then use the keypad to enter the first letter or letters of the name you want. Use the soft key under "next" to scroll through names until you find your target name. Press the soft key under "dial" to dial the displayed name.

MSGS - Messages - Shows how many new voice mail messages you have. On systems without voice mail, this may show the extension of someone else on your system who needs to reach you.

POST - Allows you to select from a series of up to 20 messages to post onto your display screen. These messages include "Out To Lunch", "Gone For The Day", "In A Meeting" and "With A Client". Once a message is selected and posted, anyone calling you from inside your telephone system using a display phone will see the message you have posted. To use this feature, press the soft key under POST and scroll through available messages using "NEXT" or "PREVIOUS" until you find the appropriate message. Press the soft key under "POST", then press "HOME". To cancel a message, press "MENU", press the soft key under "POST", press the soft key under "CANCEL", then press "HOME".

PROG - Program - is used to program special features onto a button. Please refer to your telephone users guide for details on available features.

To program a feature onto a button, select "PROG", then press the soft key under "Start". Press the button you wish to program, then press the soft key under "list". Use arrows to scroll through available options until you find the one you wish. Press the soft key under the feature you are going to program. If desired, at this point you may press another blank button and repeat the above procedure to select a feature for that button. When finished, press "exit". This may also be used to program your phone for a personal ringing pattern which makes it easy to differentiate your phone calls from others. To program personalized ring:

- Press "Menu"
- Press "Prog"
- Press the soft key under "START"
- Press the line button (located in the center area of your telephone) labeled "SA RING"
- Returning to the screen area, press the soft key under "list feature"
- Press the right arrow several times until "PRing" appears in the screen
- Press the soft key under "PRing"
- Press the soft key under "Pat#1" to hear the first ring option, continuing through each ring pattern (use the arrow to see/hear ring patterns 4-6 and 7-8). Once you find the ring pattern you wish to use, press the soft key under "Select", then press "exit"

- To access the remaining two options, press the arrow key alongside the screen --

ALCLK - Alarm Clock - Allows you to access an alarm clock. You may set the time using the telephone's keypad. Press the soft key under am/pm as appropriate, then select "ON". Your phone will ring each day at that time until you cancel it by returning to the alarm clock and turning it off.

TIMER - Pressing this soft key will return you to the home screen where you will now see a timer running. It will continue to run until you return to TIMER and press the soft key once more, turning it off. The timer can be used to time an activity or an event, and will not stop running at the conclusion of a telephone conversation. It must be deactivated manually.