

## **Settings on the T42G JIVE Phones**

### **To change your mailbox greeting:**

**Push \* 9 9 or Push Envelope Button** -- then enter your password code

**Push 0** – Mailbox Options

**Push 1** – Record Unavailable Message

**Push 2** – Record Busy Message

**Push 3** – Record Your Name

**Push 4** – Manage Temporary Greeting (Overrides everything)

**Push 5** – Change Password

**Push \*** To Return to Main Menu

### **To check New or Old Messages:**

**Push \* 9 9 or Push Envelope Button**, then enter your password code

**Push 2** – Advanced Options

**Push 0** – New Messages

**Push 1** – Old Message

### **To Change Ringtones:**

**Push Menu Button** on Phone Display

**Push 3** – Settings

**Push 1** – Basic

**Push 4** – Ringtones

**Toggle up & down** with arrows on phone to select

**Push** – SAVE

### **Activating Do Not Disturb (No ringing):**

**Push DND Button** on Phone Display

**Push DND** to turn **ON**

**Tap it again** to turn **OFF** (It will display DND in top right corner of display on phone)

### **To Forward Your Phone:**

**Push Menu Button** on Phone Display

**Push 2** – Features

**Push 1** – Call Forward

**Push 1** – Always Forward

**Push 2** – Busy Forward

**Push 3** – No Answer Forward

Use arrows to right or left to select **Enable** or **Disable**

Arrow down to ADD and **SAVE** forwarded number

\*\* You will do this to turn on or off your call forwarding feature, and it displays a little “squiggle” on display with an arrow pointing to the right \*\* (it will keep the last number you forwarded to in the memory, unless you edit it)