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1. Press the **Avaya Menu** button.
  2. Select **Settings**.
  3. Press the **OK** button.
  4. Select **Display/Acoustics**.
  5. Press the **OK** button.
  6. Select **Set handsfree**.
  7. Press the **Change** softkey to select one of the following.
    - **echo**
    - **normal**
    - **muffled**
  8. Press the **Done** softkey.
  9. Select **Handsfree**.
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## Displaying your name and call number on your telephone

You can save your name and call number to have it shown on the display.

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1. Press the **Avaya Menu** button.
  2. Select **Settings**.
  3. Press the **OK** button.
  4. Select **Display/Acoustics**.
  5. Press the **OK** button.
  6. Select **Set own call number**.
  7. Press the **OK** button.
  8. Enter your telephone's name and call number.
  9. Press the **Save** softkey.
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## Setting key beep tones to on or off

You can have every press of a key signaled by a beep (key beep).