

TELEPHONE TIPS

★ EXTENSION NUMBERS ARE 5 DIGITS, 1 + OLD 4 DIGIT EXT ★

Making Intercom calls

- ★ Lift the handset and dial the extension number.
 - To leave a message at anytime, press MSG key and stay on the line
- ★ For immediate recall of a busy ext press SPCL key & 6 to QUEUE

Making Outside calls

Lift the handset and press Outgoing or '8'.

Transfer

(With the caller on the line) Press TRANSFER, enter extension number and hang up.

Transfer directly to Voicemail

(With the caller on the line) Press VMAIL, enter the extension number and hang up.

Transfer-To-Hold

(With the caller on the line)

Press TRANSFER, enter the extension number, press HOLD and hang up.

Picking up a call from another Extension

Press 4 & the extension number the call is ringing or holding on.

Forwarding your phone to another Extension

Press FWD and enter extension number.

*Note- if you have a Large display phone you will press FWD, "ALL" in the Display, then extension number.

Conference (4 parties total) (With 1st party on the line)

Press CNF (Call is now on hold)

Place an intercom or outside call, Press CNF (Call is now on hold)

Repeat above step to place a 3rd call on hold

Press the CNF again to connect all parties

DND (Do Not Disturb) p. 38

Press DND, enter message number or SCROLL, press SPKR to activate.

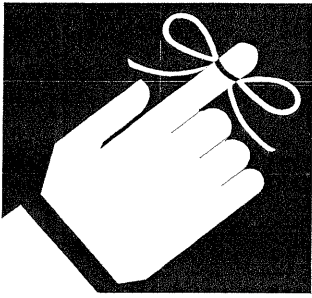
To change your Ring Tone

Press 398 and choose by pressing #'s 1-9 on keypad.

To save Volume Levels

Press either end of VOLUME bar and press the center of the volume bar to save





VOICEMAIL

You must complete these steps in order to enter your vmail box

- 1.) Lift your handset & Press VMAIL
 - 2.) Press *(star)
 - 3.) Enter your mailbox number (this is your Extension number) *1 + ext*
 - 4.) Enter your password (Extension number will be password for first time access) *1 + ext*
 - 5.) Press #
 - 6.) Enter your new password and Press #
 - 7.) Record your Full name for the Company directory, Press #.
- ***** After intro to vmail listen to the following prompts....
- 8.) Press 4 (personal options)
 - 9.) Press 1 (greetings)
 - 10.) Press 1 (primary greeting)- record your greeting, be sure to press # to save.

#1 To check NEW Messages:

Lift handset and press the flashing red "MSG" button. Follow prompts.

#2 Accessing mailbox when there are NO new messages:

Lift handset, press VMAIL, * (STAR), enter mailbox number, password, #.

3 Transferring calls directly to VMAIL:

(With caller on the line) Press VMAIL, Extension number, hang up.

4 Leaving a Vmail for a co-worker :

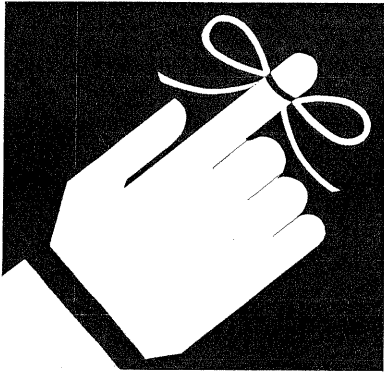
Press VMAIL and enter the Extension number.

5 Checking messages from outside of Office:

Call _____ and press * (STAR) when you hear greeting.

6 Checking your mailbox from another phone:

Repeat STEP #2.



Station Speed Dial

The Station Speed Dial button will store 10 personal numbers.

To Program Station Speed Dial Numbers:

Press 383 on your keypad

Start w/ "0" and work your way up to 9 (for your 10 numbers)

Enter the name of the person (see below)

Press # to accept the name

Enter 8 & the area code and telephone number (see below)

Press # to accept the number

Repeat steps for each number to be programmed

By placing an "8" in front of your programmed number, the system automatically accesses an outside line & dials.

To Dial your programmed numbers:

Press your programmed Speed Dial Button and the bin number 0-9.

Tips when entering the Name associated with the Station Speed Dial:

When entering a name, press the number key that shows the letter you need to enter. If there are letters in your entry that reside on the same key, press the FWD button to jump ahead a space.

If you need to go back a space, press the MUTE button.