




Phone Quick Reference Guide

Initial Voicemail Setup

1. Press the message button  and enter your PIN then # when prompted. **9876**
 2. Press 9 for options.
 3. Press 5 to record your Self Identification Message and follow the prompts. (This if for the Directory) Press # to exit to the settings menu. **** ONLY RECORD YOUR NAME**
 4. Press 8 to record your Personal Greeting and follow the prompts. Press # to exit to the settings menu. **** THIS IS YOUR GREETING MESSAGE**
 5. Press 7 to set your PIN number.
- * You may also access your voicemail by dialing 99999.


Checking Voicemail

1. Press the message button  and enter your PIN then # when prompted.
2. Press * to play messages.
3. You will be given options for each message after listening.

Making A Call Using The Handset



1. Lift the handset.
2. Dial the desired extension or phone number.
3. Press the **SEND** softkey at the bottom of the screen or the # symbol.
4. To end the call, simply hang up.

Making A Call Using The Speakerphone

1. Leave the handset on-hook.
2. Dial the desired extension or phone number.
3. Press the **SEND** softkey at the bottom of the screen or the # symbol.
4. To end the call press the **END CALL** softkey on the screen or the speaker button. 

Place A Call On Hold

**** Hold keeps the call on your phone only. If you need to pick the call up elsewhere, use the Park feature described in the next section.**

1. While on a call, press the **HOLD** softkey on the screen or the hold button. 
2. To resume the call press the **RESUME** softkey on the screen or the hold button. 

Transfer A Call To Another Extension Without Announcing The Call

1. If you have a button on the phone for the person you want to transfer to, press the button beside the name on your screen for the person you want to send the call to.

or

2. Press the **TRANSFER** softkey along the bottom of the screen, dial the extension number of the person you want to transfer to and press the **B TRANSFER** softkey again.

Transfer A Call To Another Extension & Announcing The Call

1. If you have a button on the phone for the person you want to transfer to, press the button beside the name on your screen for the person you want to send the call to. Stay on the line. Announce the call then press TRANSFER or hang up to complete the transfer.

or

2. Press the **TRANSFER** softkey along the bottom of the screen, dial the extension number of the person you want to transfer to and press the **SEND** softkey. Stay on the line and announce your call. Press **TRANSFER** to complete the transfer.

** You can press CANCEL if your party does not want or cannot take the call then RESUME to your calling party.

Transfer A Call To An Outside Phone Number

1. Press the **TRANSFER** softkey along the bottom of the screen. (The caller is placed on hold)
2. Dial the phone number you wish to send the call to.
3. Press the **TRANSFER** softkey along the bottom of the screen.

Transfer Directly To Voicemail

1. Press TRANSFER
2. Dial *4 then the Ext Number
3. Press TRANSFER

DND (Do Not Disturb)

This is a softkey labeled **DND** along the bottom of your screen. It will place your phone in Do Not Disturb mode and will send all calls to your extension directly to voicemail. If you press it, you will notice a minus sign along the top of your screen.

History

This is a softkey labeled **History** along the bottom of your screen. Pressing it will show you a list of the last 100 calls to or from your extension.