



Quick Start User Guide

v1.6

Recording Your Voicemail Greeting – To customize your mailbox:

1. Dial into the mailbox from your extension phone, either:

- Press the Message button, or
- Press *97 and press Send

2. Enter the voicemail password assigned to you. (usually your extension)

3. Once in the mailbox menu, press 0 for mailbox options

4. Then press:

- 1 to record your “Unavailable” Greeting
- 2 to record a different “Busy” Greeting (optional ... only if you want to play a different “I’m on another line” message when you’re tied up with another call)
- 3 to record your name (to be used in the Directory, if applicable).

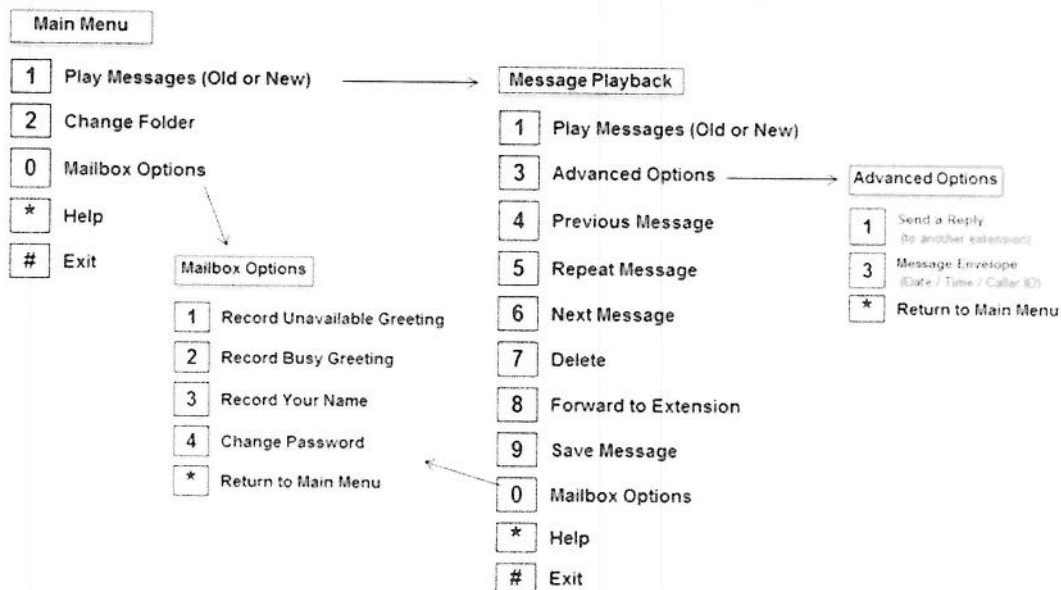
Phone Usage Voicemail Menu

Three ways to access your mailbox:

1. From your phone dial *97 or press the message button, and enter password.

2. Dial your number (or extension). When your voicemail greeting plays, press * (star key) and enter password.

3. Dial *98 from another extension. You will be prompted for, “Extension” and “Password”. 5



Call Transfer

Call Transfer to Extension or outside phone number

1. Press the Transfer key (or soft key on the phone's display screen)
2. Enter extension (or phone number) of the person you are transferring to. If transferring to an outside number add # at end of the number,
3. Press the Transfer key again to send caller onto the destination ("blind" transfer). Or, remain on the line for "warm" transfer options:

Tell the extension owner who's about to be transferred (then press Transfer key again).

Return back to the caller if the other extension doesn't pick up (press Cancel key to abort Transfer).

Call Transfer Directly to Extension's Voicemail dial Transfer * (extension number). Example:

Transfer*104 transfers the person to the Voice Mail for extension 104. **Call Transfer from your**

Mobile phone When your mobile receives a Follow-Me call, press ## and you will be prompted by a voice asking you to, "Transfer". Key in the extension or outside number you want to transfer the call to, followed by the # key.

Call Forwarding (using the phone keypad)

***72 – Activate Call Forwarding for All Calls** – Voice command will ask you to enter:

- "Your extension." Key in your extension number.
- "Extension Target attendant." Key in the forward-to extension or outside phone number.

***73 – Deactivate Call Forwarding for All Calls**

***74 – Deactivate Call Forwarding for All Calls, with Prompt** – Voice command walks you through the steps, allowing you to enter the extension call forwarding is being deactivated from.

***90 – Activate Call Forwarding, only when your Phone is Busy**

***91 – Deactivate Call Forwarding, only when your Phone is Busy**

***92 – Deactivate Call Forwarding, only when your Phone is Busy, with Prompt**

Do Not Disturb (use these key commands if the more convenient "DND" button is not available on your phone)

***76 – DND Toggle** – Toggles DND on or off. Voice command confirms setting.

***78 – DND Activated** – Voice command confirms setting.

***79 – DND Deactivated** – Voice command confirms setting.

Direct Intercom an Extension (if enabled, this will pickup speaker phone on the desired extension and allow two-way talk over speaker)

***80 + Ext. – Intercom** – Dialing *80 before dialing the extension number will auto answer with speaker phone enabled at the desired extension (ex: *80 101) .