Basic Telephone & Voice Mail Instructions

The LCD may show the following information:

1. Current Date & Time	**6. Called or Calling Ext. Name**
2. Your Ext. Name & Number	**7. Transfer Ext. & Line Number**
3. Call Forward or DND Status	**8. Caller ID Information (if available)**
4. Voice Mail Messages	**9. Phone Number Dialed**
5. Length of time on call	

Internal Calls

Dial Ext. number. This will turn on your speaker phone or
pick up handset and dial ext. #

Outside Calls

Press 9 and dial number or Press an Open Line (Lines lit red are in use)

Holding Calls

Press the Hold button to hold a call at your station. To pick up the call
press the flashing green button.

Transfering Calls to Another Extension

To Transfer an Unscreened Outside call:
Press Transfer, Dial Ext Number
Hang Up

To Transfer a Screened Call:
Press Transfer, Dial Ext Number
When party answers: Announce call
If called party wishes to receive call hang up
If called party does not wish to receive the call press the flashing line key
to retrieve the call without transferring

Conference Calls with up to 5 total Lines
Dial 9 or Ext #
Dial Phone Number
Press The Conference Button
Dial 9 or Ext #
Dial the 2nd Phone Number
Press the Conference Button Twice
This will create a 3 way conference call, to add more people wait till
the last person, then press the Conference Button twice.

Conference Calls must be started on the Handset. You can use
your speaker button after the call has begun.

Voice Mail
The clear light located at the top right hand corner of your phone will
flash red when you have any new voice mail messages.

To Retrieve Your Messages
Press the VM MSG button
Default access code is 0000

To Record Your Greeting
Press VM MSG button
Enter your access code 0000
Press 0 for more options
Press 5 to record your No Answer Greeting
Press 1 to record your greeting
(do not press 7 to edit your mailbox greeting)

To Enter Your Name for the Dial by name directory, Change Password, and record your Name for the Directory
Press VM MSG button
Enter your access code 0000
Press 0 for more options
Press # (pound)7
Follow prompts to change your password, record your name
(you have to record your name for the dial by name directory to work)
Press 3 for entering your name
When prompted to enter your last name only enter the first 3 letters
same for the first name only the first 3 letters.

<u>To Retrieve Your Messages from Outside the Building</u>
Call the Main Number
When you hear the recording enter pound and your extension number (#201)
Enter your access code

<u>To Delete a Message</u>
Press 3 while the message is playing or after

<u>To leave a Message for another Extension</u>
Press the # button and the extension number, this will bring you directly
to the beep tone

<u>To leave a Message for Yourself</u>
Press the # button twice. Record your message at the tone

<u>To Transfer Call to Someone's Voicemail</u>
Press the VM Transfer button
Dial extension number, hang up