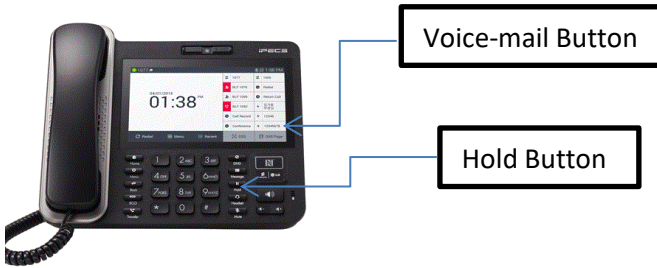




## Quick Start Guide

*Please take a moment to setup your Company Directory name, voice-mail greeting and change your password.*



### **Record Your Name**

*This setting is used by the "Dial By Name" directory.*

- 1) Dial 563, then lift the handset.
- 2) Press 1 for Record
- 3) Press # and say your first & last name at the tone.
- 4) Press the [Hold] button to save & hang-up.

### **Record Your Voice-Mail Greeting**

- 1) Press your [V.Mail] button, then lift the handset.
- 2) If requested, enter your password (Default = 0000).
- 3) Press [8] to "set greeting or password"
- 4) Press [1] to "edit your greeting"
- 5) Press [7] to "record a new greeting"
- 6) Press [1] for Greeting 1.
- 7) Press [#] when you're finished.
- 8) Hang-up.

### **Change Your Password**


- 1) Press your [V.Mail] button. (Enter password if requested)
- 2) Dial [8] to "set greeting or password."
- 3) Press [2] to "edit password".
- 4) Enter your new password, then press [#] when finished
- 5) Confirm password then press [Speaker] button to Hang-up.

## Making Calls

### Internal Calls

To dial someone inside of the office, dial their extension number. Or, you can simply press the pre-programmed button, if available.

### External Calls

To make an external call, lift the handset (or press the  (Speaker) button) and dial [9] followed by your parties phone number.

### Checking Voice-Mail Messages

When a message is left in your mailbox, the LED on the top of your phone will flash as well as the [Message] & [V-Mail] buttons. To check your voice-mail, press your [V-Mail] button. The system will prompt you for your password. Follow the voice-prompts to listen to your messages.

*If programmed, your voice-mail messages will also be emailed to you as .wav files.*

### Accessing Voice-Mail from Outside of the Office

- 1) Dial your phone number and transfer to your extension.
- 2) When you hear your voice-mail greeting, press [#]. The system will then prompt you for your password. This will be your extension number + your password. (i.e. for Extension 102: 1020000, assuming 0000 is the password)
- 3) Continue to follow the voice prompts.

## Transferring Calls

### Internal Transfer Option 1

- 1) Press the Flexible Direct Station Selector [DSS] button that is programmed for the party you wish to transfer to. This will automatically put the caller on hold.
- 2) \* To screen the call, wait for the other party to answer and announce the call.
- 3) Hang-up to complete the transfer.

\*Step 2 is optional. You can simply hang-up after step one and the caller will be transferred.

## **Internal Transfer Option 2**

- 1) Press the [TRANS] soft-key or [Transfer] button (caller is placed on hold).
- 2) Call the party you wish to transfer to.
- 3) \* To screen the call, wait for the other party to answer and announce the call.
- 4) Hang-up to complete the transfer.  
\* Step 3 is optional. You can simply hang-up after step two and the caller will be transferred.

## **Transfer Directly to Voice-Mail**

- 1) Press the [TRANS] soft-key or [Transfer] button (caller is placed on hold).
- 2) Press the [Message] followed by the extension number (or press the DSS button)
- 3) Hang-up. The caller will be sent straight to the user's voice-mail without ringing the phone.

## **External Transfer**

- 1) Press the [TRANS] soft-key or [Transfer] button (caller is placed on hold).
- 2) Call the transfer party by dialing [9] + [phone number]
- 3) \* To screen the call, wait for the other party to answer and announce the call.
- 4) Hang-up to complete the transfer.  
\* Step 3 is optional. You can simply hang-up after step two and the caller will be transferred.

## **Call Hold**

To place a call on hold, press the [Hold] button. The caller is placed on hold and one of your [Line] buttons starts to flash. Press the flashing [Line] button to take the caller off of hold.

## **Call Park**

To park a call, press one of the [Park] buttons. The caller will be placed on hold, and the [Park] button will start to flash. Any user can now pick up the call by pressing the corresponding [Park] button.

## Conference Call

- 1) Establish a call with one of the desired conference parties.
- 2) Press the CONF soft-key below the LCD screen.
- 3) Establish call with other conference party.
- 4) Press CONF soft-key twice to connect all parties.

## Redial

### Last Number Redial

To redial the last number dialed, press the [Redial] soft-key twice.


### Call Log

To scroll through the last 10 numbers dialed,

- 1) Press the [LOG] soft-key once.
- 2) Use the navigation pad to scroll through calls.
- 3) Press the [OK] on the navigation pad to dial.

## Programming Flexible Buttons

To program a flexible button as a Direct Station Selector (DSS) key:

- 1) Press the [Transfer] button.
- 2) Press the flexible button you wish to program.
- 3) Dial the extension number you wish to program.
- 4) Press the [Hold] button to save.
- 5) Return to Step 2 to program another button, or press  (Speaker) to quit.

For additional instructions, visit: [www.ournewphone.com](http://www.ournewphone.com)