



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

Press the [LOG] soft-key below the LCD display. Use the scroll wheel to select the number you wish to redial, then press the [SEND] soft-key.

Call Log

To scroll through a list of the past few incoming and/or outgoing phone numbers:

- 1) Press the [LOG] soft-key below the LCD display.
 - 2) Use the scroll wheel to go to the number you wish to dial
 - 3) Press the [SEND] soft-key to dial the number
- or-
- 4) Press the [SELECT] soft-key to see the call details
 - 5) Press the [Speaker] button to quit.

Programming Flexible Buttons

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

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

Quick Start Guide

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



Record Your Name

This is the name that will be played when a caller uses the "Dial-By-Name" Directory on the Auto-Attendant.

- 1) Lift the handset and Dial 563
- 2) Press 1 for Record
- 3) Press # and say your first & last name at the tone.
- 4) Press the [Hold/Save] button & hang-up.

Record Your Voice-Mail Greeting

- 1) Lift your handset and press your [Voice-Mail] button.
- 2) 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 [#] when you're finished.
- 7) Hang-up.

Change Your Password

- 1) Press your [Voice-Mail Key]. (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) Press the [Speaker] button to hang up.

Making Calls

Internal Calls

To dial someone inside of the office, lift the handset (or press the [Speaker] button) and dial their 3 digit 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 [Voice-Mail] button. To check your voice-mail, press your [Voice-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 direct phone number, or use the auto-attendant to 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 [Trans/PGM] button
- 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 the [Trans/PGM] button.
- 2) Press the [MSG] button 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 the [Trans/PGM] button.
- 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/Save] 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.