



▶ Calling

Calling Internal: Pick up phone or press [Speaker]. Dial the extension number.

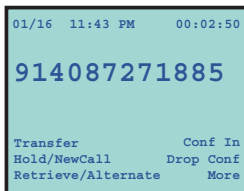
Calling Outside: Dial 9 for external access and dial number.

Calling when on a call: Press [Hold/NewCall] and dial the number. To transfer press [More] [Join Parties]. To conference press [More][Conf All 3].

▶ Answering

New call: Lift handset or press [Speaker].

Answering when on a call: Press [Retrieve/Alternate] to hold and connect to the ringing call. Press [Retrieve/Alternate] to switch between calls.



▶ Transfer

Transfer direct: Press [Transfer], dial the number, hang up.

Supervise a transfer: Press [Hold/NewCall], dial the number and announce reason for call. Press [more] [Join Parties] to connect all parties, hang up.

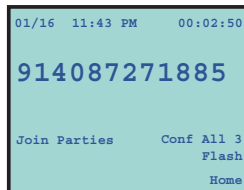
To transfer to voicemail: Press [Flash] 5 *, dial the extension.

▶ Hold

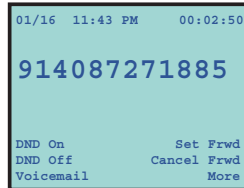
Hold/NewCall: This will play music while the party is on hold.

▶ Conference

Conference Outbound call: Press [Conf In]. Dial the number and all three parties will be connected.



Conference Inbound call: Press [Retrieve/Alternate] to pick up the ringing call, then press [More] [Conf All 3] connect all three parties.



▶ Forward

Forward all calls: Press [Set Frwd], enter the ext. or number.

Cancel forward: Press [Cancel Frwd]

▶ Do Not Disturb

Turn DND on: Press [DND On].

Turn DND off: Press [DND Off].

▶ System Numbers

444: Auto-attendant

500: Access Voicemail from another extension

555: Voicemail

556: Conference Bridge

601- 605: Park Extension Range

▶ Calling Features

***67/*68:** Caller ID Blocking on/off

***69:** Call Return

***70:** Call Waiting Disable



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VOICEMAIL ACCESS

From other extension:
5 0 0 → ENTER EXTENSION, PRESS # → ENTER PASSWORD, PRESS #

From your extension:
5 5 5 → ENTER PASSWORD, PRESS #

From outside:
Dial your phone number → PRESS # DURING VOICE GREETING → ENTER PASSWORD, PRESS #

Review Messages

- 1 Review new messages
- 2 Review old messages
- 3 Review group messages
- * Go to the Main menu

Review Messages

- 0 More options
- 1 Replay message
- 2 Next message
- 3 Delete message
- 4 Previous message
- 5 Voicemail call back
- * Return to previous menu

Review Messages

- # Select group
- * Return to main menu

Main Menu*

- 1 Review messages
- 2 Record greeting
- 3 Change password
- 4 Change forwarding rule
- 5 Select a greeting to play
- 6 Announce only mode on/off
- 9 Exit voicemail
- # Make call from Voicemail

Change Password

- Enter new password
- Re-enter password
- * Return to main menu

More Options

- 1 Message information
 - External or internal
 - Priority type
 - From caller ID or extension
 - Timestamp
- 2 Forward message
- 3 Voicemail call back
- * Return to previous menu

Change Forwarding Rule

- 1 Listen to forwarding rule
- 2 Change forwarding rule
- 3 Set your forwarding rule
- 4 Delete forwarding rule
- * Return to main menu
- 9 Exit voicemail

Select Greeting

- 1 Business hour greeting
- 2 After hours greeting
- 3 Lunch time greeting
- 4 Meeting greeting
- 5 Weekend greeting
- 6 Vacation greeting
- 0 Listen to current greeting
- * Return to main menu
- 9 Exit voicemail

Record Greeting

- 1 First/Last name
- 2 Internal greeting
- 3 External greeting
- 4 After hours greeting
- 5 Lunch time greeting
- 6 Meeting greeting
- 7 Weekend greeting
- 8 Vacation greeting
- * Return to main menu
- 9 Exit voicemail

Record Menu

- 1 Review greeting
- 2 Record greeting
- 3 Delete greeting
- * Return to main menu
- 9 Exit voicemail

Extension Quick Change Commands

- *021 - Set busy forwarding destination number
- *022 - Set ring no answer forwarding destination number
- *023 - Set network outage forwarding destination number

System Numbers:

- 444 - Auto-attendant
- 555 - Voicemail
- 588 - One number access

- *031 - Remove busy forwarding destination number
- *032 - Remove ring no answer forwarding destination number
- *033 - Remove network outage forwarding destination number
- NOTE: Using any *03x commands will remove all call handling!