

MANAGED VOICE



PARK | ON HOLD



PARK A CALL

While on the call, hit the PARK button to Park or Hold the call
Press the NAME of the person you want to inform or hit PAGE to announce the call



RETRIEVE A CALL

Hit the PARK key where the call is located

EXTERNAL CALLS



OUTGOING CALLS

Dial 8 first before dialing local or long distance

CALL FORWARDING



DIRECT LINE

Activate Dial Tone
Dial *72 then the number that you wish to forward to and then press the dial key
Dial *73 to deactivate call forwarding and then press the dial key

VOICEMAIL



PERSONAL MAILBOX (setup process takes less than 2 minutes)

Press Voicemail button on phone
Enter a 6 digit PIN: 726245
Setup voicemail Press 3
Record Greeting Press 1



COMPANY AUTO ATTENDANT (if applicable)

Dial Local Area Network number (see LAN chart) followed by #
Enter mailbox #: PBC provided virtual (DID) number: _____
Enter a 6 digit PIN: _____ followed by #
Change Easy Auto Attendant Configuration: Press 1
To Edit Announcement: Press 2
Press # to edit (record) the initial greeting.
"Thank you for calling _____. To reach ____ press 1, for ____ press 2..."



MENU SHORTCUTS

SETUP
Greeting Option 3 - Option 1 - Option 1
Change password Option 4 - Option 3 - Option 1
Record name Option 3 - Option 3 - Option 2

LOCAL AREA NETWORK

Bemidji	218-441-3000
Blackduck	218-835-7000
Grand Rapids/Deer River/ Cohasset	218-999-3000
Osage	218-699-6245
Park Rapids	218-699-7000
Red Lake	218-679-7000