

Basic Instructions

To place an Outgoing Call: Lift handset Press **OUTGOING** key Dial number

To call another extension: Lift handset Dial their extension number

To answer an incoming call: Lift the handset If not connected press **ANSWER** key

To Transfer a call to another extension: While on the call, press **TRANSFER** key. Enter the extension number to be transferred to. Hang up.

To answer a call holding at your extension: Go to the nearest phone Pick up the receiver Dial **4** and **your** extension number (Example: You are paged. "Call holding for Chase" Chase goes to the nearest phone and dials 41105. (Chase's extension # is 1105)

Voice Mailbox Setup

The first time you enter your mailbox you must follow these instructions: Lift the handset Press the **X VM** key on your phone. (X VM stands for transfer to Voice Mail) After the Voice Mail system answers, press the ***** key.

The system will prompt you through the steps to initialize your mailbox. It will ask you to enter your mailbox number, this is the same as your phone's extension number. » Once you've entered your mailbox number it will ask you to enter your password and then to press the **#** key. (Your password comes preset to the same as your extension number)

After you've entered your password and then pressed the # key, it will tell you that you have to change your system assigned password. You can "change" it back to your extension number, or any other number up to twelve digits in length. After you enter your new password, the system will read it back to you and ask you to press the # key if it is correct.

Next, the system will ask you to record your name for the directory. After the tone say your first and last name and then press the # key. To replay how it sounds press 1, to erase and re-record it press 3, or to accept press #

You can press the # key to skip to the end of the introduction if you like. It will then say your mailbox is completely setup, but you still have to record your primary greeting. After it says that it is setup it will give you the options to press 2 to record a message, or press 4 for personal options. Press 4 Then press 1 to select the Record Greeting option Then press 1 to select the Primary Greeting option After the tone read the sample greeting and press the # key when finished. To replay how it sounds press 1, to erase and re-record it press 3, or to accept press #. **It will not be saved unless you press the # key to accept it.**

Sample Voice Mail Greeting

Hello, this is _____ I'm sorry that I'm not able to take your call, but if you will leave your name, telephone number, and a message I will get back to you as soon as possible. If you need immediate attention please push zero for the operator. Thank you.

Procedures for checking your messages

From your extension: Message Key will be

flashing Pick up the receiver and press the Msg.
Key Enter your password, then press the # Key.
Follow the instructions it gives you.

From another extension: Pick up the receiver and press the
X VM Key. Press the * Key Enter your mailbox number
(Same as your extension) Enter your password, then press
the # Key. Follow the instructions it gives you.

From Home, Cell Phone, Etc.: Call in and get transferred
to Voice Mail. Press the * Key Enter your mailbox number
(Same as your extension) Enter your password, then press
the # Key. Follow the instructions it gives you.