



Phone Directory

<p>Using the phone book directory (How to access the stored telephone numbers in your system)</p>	<p>If you are unsure of what the speed dial number is of the person you wish to call: Press the DIRS Softkey followed by one of the following options: 1 - for your PERSONAL Speed Dial Numbers 2 - for the SYSTEM Speed Dial Numbers 3 - for all INTERNAL extension numbers Once selected you can then use the navigation keys to scroll through the list and when you find the number you wish to dial press the SEND Softkey to dial the number.</p>
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Voicemail

<p>Accessing your voicemail (If you do not know your pin, contact your system administrator)</p>	<p>Dial 650 and enter your password Your password is your extension number followed by your pin number.</p>
<p>Listening to Voicemail (Options)</p>	<p>Once you have accessed your voicemail inbox here are the options available to you: Dial 1 – New messages Dial 1 – Replay Message Dial 2 – Next Message Dial 3 – Delete Message (Confirm with #) Dial 4 – Forward message to someone else Dial 5 – Call back the person who left the message Dial 6 – To skip the message Dial 8 – Record/ re-record message Hang up when finished.</p>



Button Layout





Dealing with calls

Answering an Incoming Call	Lift handset or press SPEAKER key.
Making an External Call	Press a free Loop/Line flex key or the 9 key to pick up an outside line. Once you have the outside line, dial your number.
Making an Internal Call	Dial the extension Number.
Rejecting a Call	Press the DND softkey when a call comes in.
Call Pick Up	Press the Softkey PICKUP BEFORE lifting the handset to pick up any handset in your group that is ringing.

Holding a call

Placing a call on hold	Press the HOLD/SAVE key.
Returning to Caller from Hold	Press the Green flashing Loop/Lineflex key.

Transferring a call

Transferring a Call	Press either the Trans/PGM key or the TRANS softkey. Dial the extension number or press the programmed flex key. Either speak to the recipient or simply hang up.
Transferring a Call to an External Number	Press either the Trans/PGM key or the TRANS softkey. Select a different Loop/Line flex key. Either speak to the recipient or simply hang up.
Returning to Caller from a Transfer	Press the Green flashing Loop/Lineflex key.



Redialling a number

<p>Call Log (List of phone numbers called and received)</p>	<p>Press the LOG softkey Scroll through the list. To redial a number press the SEND softkey To find out information on the call press the SELECT softkey</p>
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Features

<p>Do-Not-Disturb (Makes your extension unavailable for calls)</p>	<p>Press DND key to activate. Press DND key again to deactivate. Please note that this is not available on the attendant handset.</p>
<p>Conference Calls (3 way calling)</p>	<p>To call the first party, follow "Making an External/internal Call" for instructions. Once connected press the CONF Soft key <u>once</u> To call the second party. Follow "Making an External Call" for instructions. Once connected press the CONF Soft key <u>twice</u> to connect the calls.</p>
<p>Programming Call Forward (Routes your calls to another extension/group/speed dial) All these features will override your voice mail functions.</p>	<p>Dial 554 Select your option: 1 - Immediate Call Forward (forwards all calls instantly) 2 - Busy Call Forward (Only forward calls when you are on the phone) 3 - No Answer Call Forward (Only forwards calls if you don't answer) 4 - Busy / No Answer Call Forward (Mix of 2 & 3) Dial the extension number To disable all call forwarding, dial 554#</p>