

User Instructions

To make a call out

Simply Hit Line 1, or Line 2 etc, followed by the number
or
Pick up handset and dial 9 followed by the number

To answer a call

Just pick up your handset
or
Press the ringing line button

After answering phone or after making a call you have the following options:

Press the HOLD button (to place the call on hold for someone to pick up call)
Press the TRANSFER button (to transfer call to another extension)
Press the RECORD button (to record the conversation into your mailbox)
Press the CONFERENCE button (to make a conference call with two outside lines)
Press the TRANSFER>VMU button, plus ext number (to transfer call directly into a voicemail box)
(may need to hit the arrow down key to get some of these options)

To call an extension number

Simply dial the three digit extension number
or
Type in the name in the keyboard
When the name is displayed Press OK

To Redial a number

Press the Redial Key to dial the last number you dialed
or
Momentarily Press and Hold the Redial Key
It will show you a list of numbers
Arrow down to the number you want to dial and Press OK

To transfer a call

Press the transfer Key (either one)
Dial the extension number
Press the transfer key again (either after they answer or after you announce the call)

To transfer to someone's voicemail

Arrow down to Transfer>VMU
Hit Transfer>VMU
Enter the Extension Number

To Page

Press the Page Key

Pressing the "C" key will back you up to main screen

Pressing the (i) key while on an incoming call will switch between caller ID and the number

First Time Voice Mail Set Up

Hit Message Key



Enter your New Password (the one you want to use)

Press the # key to confirm

Record your name

Press the # key to confirm

If you want to record a personal greeting for your mailbox

Go to Menu Screen
Press Settings button
Press Mailbox button
Press Custom Msg button
Press Record Button
Say your message
Press Stop button when you are at end of message
Press the (OK) button to confirm recording

To check your voicemail when out of office

Dial main number XXX-XXXX
Have Recpt transfer you to Ext 500

or\and

When you get Auto Attendant Message
Press #
Enter your Ext Number
Enter your password

Your voicemails can also be sent to your email so you can always get all you messages in one location

Please contact your system administrator to set voicemail to email

To change your Password

Go to Menu
Press the Settings Button
Press the Option Button
Press the Password Button
Enter the new Password
Press OK

If you forget your password, contact your system administrator

To Change what is your default page

Go to Menu
Press the Settings Button
Press the Option Button
Press the Homepage Button
Arrow to which page you want displayed
Press OK

Set Up Call Forward to Cell Phone (or other number)

First, Enter you cell phone number into speed dial

Go to Menu
Press the Settings Button
Press the Keys Button
Press an Unavailable Bin/Line Button
Enter your Cell Number with a presiding 9 (9530-xxxx)
Press OK
Press the Name Button
Enter name (My Cell)
Press OK
Hit the C key or clear key twice

Second, Set Call Forwarding

Go to Main Screen
Press very Top Right Hand Button
Press Immediate Button
Press Personal Speed Dial Button