

## Place a Call

*Local & Long Distance: (all 10 digits!):*

(877) 372-6782 OR

1 (877) 372-6782

## Voicemail - Check

A) Dial **\*97** (or **\*98** from another phone)

B) Follow voice prompts

### **Voicemail Functions:**

- 1 check / **play** new messages
- 2 **replay** message
- 3 advanced message **options**
- 4 skip to **previous** message
- 5 **replay** message and envelope
- 6 skip to **next** message
- 7 **delete** message
- 8 **forward** to another user
- 9 **save** message

## Voicemail – Greetings

To change your greetings, voicemail PIN or recorded name:

A) Dial **\*97** (or **\*98** from another phone)

B) Enter your extension number

C) Enter your PIN number

D) Press **0**

E) Choose one of the following to change:

**1 Unavailable** – Default greeting

**2 Busy** – Played when Do Not Disturb enabled

**3 Recorded Name** – Played in the directory and if no greeting set

**4 Temporary/Vacation** – overrides ALL others

**5 Change PIN**

## Call logs - missed, placed, etc.

A) Press **Menu**

B) Choose **Features**

C) Choose **Call Lists**

D) Choose desired call list

E) Press **Menu** again to exit call lists

## Call waiting

A) Press **Answer** or blinking line key

Your first call will be placed on hold.

## Conference

A) Press **Conference** or **Cnfrnc**

B) Dial third party (first call is placed on hold)

C) Announce your conference to called party

D) Press **Conf** again to join both calls or **Cancel** to hang up call two and pickup call one

## Do Not Disturb – turn off ringer (1 line)

A) Press **Do Not Disturb** to ENABLE

B) Press **Do Not Disturb** again to DISABLE

## Hold

While on a call, Press **Hold**. Press **Resume** or blinking line key to resume a call on hold.

## Mute

A) Press **Mute** (microphone with slash)

B) Press **Mute** again to cancel

A slashed microphone will show on your screen OR the mute button will light while muted.

## Transfer

A) Press **Transfer** or **Trans**

B) Dial extension

### **Options:**

-Stay on the line to announce the caller

-Hang up immediately

-Press **Cancel** to bring call back to your phone

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