

QUICK REFERENCE GUIDE

How to log into your voice mail

Note: {HU} = Hang UP

From your own phone} press **[V-MAIL]** or **[MW]** key

From any other office phone} press: **[INTERCOM] + 777** (listen to prompts)

From auto-attendant} press: **[#] + your box number** (listen to prompts)

ONCE LOGGED IN:

{greeting} press **<4>** or **<greet>** on display to manage personal greetings

{security code} press **<67>** for options, then **<7>** to enter a new 4-digit code (listen)

{name} press **<76>** to record your name. (listen to prompts)

Note: if doing all 3 items, press [#] 3 times after before going to next item.

When listening to messages, use display prompts or keypad for managing messages.

HOW TO TRANSFER (Use the **[ICM]** key if you don't have a **[TRANSFER]** key.)

Note: do the following with the caller on the line.

{outside callers to leave a message}

press: **[TRANSFER] + [V-MAIL] + mailbox no. {HU}**

{co-workers calling in to get messages} press: **<TRANSFER> + 777 {HU}**

{callers to an extension} press: **[TRANSFER] + extension** (announce call) **{HU}**

-or- **press Hotkey** (if one is programmed) announce call - **{HU}**

note: if co-worker wants caller to be sent to voice mail, simply select **<MBOX>** on display to instantly send caller to voice mail

HOT KEYS (for one touch calling/transfer & busy lamp)

For phones that are pre-programmed with hot keys.

You may change preset hotkeys for whomever you would like.

-press **[#] [4] [5]** with receiver in cradle

-select lit hot key you wish to program

-type in extension + **[HOLD]**

-select another or press **[SPEAKER]** to end

To program personal speed dial (on top 10 keys)

receiver in cradle

on the display select **<Menu> + <Spd>**

select 1 of top 10 keys to program + **[HOLD]**

press **[9] [0] + [HOLD]**

enter complete phone number + **[HOLD]** press **[HOLD]** again and enter

a name + **[HOLD]** to complete, **[SPEAKER]** to end

To Page: press **[INTERCOM] + (on display) PAGE + ALL**