

# TELENIUM<sup>IP</sup>

## PHONE SYSTEM

Notes	EXTENSION

Note: [VM/C BK] or [Call Back] is the Voice Mail and Callback key.  
 VOICE MAIL: Press [VM/C BK] or [Call Back] key from your phone.

- The first time you log into your voice mail a tutorial will guide you through the personalization of your voice mail including the recording of personal greeting, name, and changing of password. You may press [\*] the star key to defer this process until the next time or press [1] and take a few minutes to complete this.
- From your voice mail main menu, these are the frequently used options:  
 [1] Retrieve Messages, [2] Send Messages, [8] personal options.
- Options when retrieving messages:  
 [1] Play again, [2] Save, [3] Delete, [4] Forward, [5] Reply, [8] Date stamp
- Personal Option selections:  
 [1] Edit Greetings, [2] Edit Password, [3] Edit Name
- Every action can be done “HANDS FREE”. If you want to place a call without using the receiver, Make sure [Speaker] is lit before replacing handset.



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ACTION	WHAT TO DO
<b>To make a call</b>	Lift Handset or press <b>[Speaker]</b>
To another phone within the office	Dial extension
To an outside phone	Press <b>[9]</b> then dial the phone number.
To the last number you just called	Press <b>[Speed] + [*] + [Hold/Save]</b>
<b>Headset Mode Activate/Speaker phone off</b> ----- ----Use [Speaker] to control phone w/Headset on. <b>Headset Mode Off/Speaker phone active.</b> ----- ----Use this when headset is not being used	Press <b>[Trans/Pgm] + 61 + [0] “zero” + [Hold/Save]</b>  Press <b>[Trans/Pgm] + 61 + [1] “one” + [Hold/Save]</b>
<b>To access your voicemail</b>	<b>Also referred to as logging into your voice mail</b>
From your 8 or 24 Button phone	Press <b>[VM/C BK]</b> or <b>[Call Back]</b> A flashing MSG indicates you have new message(s) waiting
From another phone within the office	Dial your own extension and press [#] when greeting plays
From another phone outside the office	Dial your own direct phone number Press [#] when greeting plays
Personalize your voicemail with a personal greeting, name, and new security code.	See Instructions on the right half of this page under VOICE MAIL
<b>3-Party Conference Call</b>	Additional Conference options on left half of this page under CONFERENCE CALLING
With two outside calls	Establish first call (It doesn't matter how) Press <b>[CONF]</b> . Dial <b>9</b> for an outside line + telephone number Press <b>[CONF]</b> Twice to join all parties. Hang up to terminate all calls ---or--- Press <b>[Hold/Save]</b> --- (Conf button flashes as alert to conference) Press <b>[CONF]</b> (flashing stops & conference is ended)
To end conference call Drop out while conf stays connected To end unsupervised conference	
With one outside phone and one phone within the office.	Establish first call (It doesn't matter how) Press <b>[CONF]</b> and dial extension number. Wait for answer Press <b>[CONF]</b> Twice to join all parties. Hang up to terminate all calls ---or--- Press <b>[Hold/Save]</b> --- (Conf button flashes as alert to conference) Press <b>[CONF]</b> (flashing stops & conference is ended)
To end conference call Drop out while conf stays connected To end unsupervised conference	
<b>To program speed dialing (20 per phone)</b> <b>Valid bin locations are 000-019 only</b>	(Receiver in cradle) Press <b>[Trans/Pgm] + [Speed]</b> Enter the 3-digit bin number 000 - 019 Dial <b>[9]</b> + complete phone number + <b>[Hold/Save]</b> Enter name (Optional) and/or press <b>[Hold/Save]</b> Enter next bin number to program or <b>[Speaker]</b> to end session.
<b>To use your stored personal speed dials 000-019</b>	Press <b>[Speed]</b> + 3-digit code
<b>Caller ID on incoming calls</b>	Display shows calling parties number only.
<b>Intercom Answer Mode to Handsfree (H)</b>	Press <b>[Trans/Pgm] + [1],[3], + [1] + [Hold/Save]</b>
<b>Intercom Answer Mode to Tone Ringing (T)</b>	Press <b>[Trans/Pgm] + [1],[3], + [2] + [Hold/Save]</b>
<b>Intercom Answer Mode to Call Announce with Privacy. (P)</b>	Press <b>[Trans/Pgm] + [1],[3], + [3] + [Hold/Save]</b>
<b>To transfer calls</b>	
To another phone within the office	With caller on the line press <b>[Trans/Pgm] + Extension number</b> Wait for reply to announce call (Optional) Then hang up to release caller or <b>[Trans/Pgm]</b> to get caller back.
To an outside telephone number	With caller on the line press <b>[Trans/Pgm] + [9] + Tel. number</b> Wait for reply to announce call (Optional) Then hang up to release caller or <b>[Trans/Pgm]</b> to get caller back
<b>CALL FORWARDING</b> 1=All, 2=Busy, 3=No Answer, 4=Busy/NA Send callers to ?	Press <b>[Speaker] + [5], [5], [4]</b> Enter forward type: 1 - 4 or [#] to cancel forwarding Enter extension number or <b>620</b> to send to voice mail.
<b>DO NOT DISTURB</b>	
To not allow any calls to your phone Calls will be sent directly to V Mail.	Press <b>[DND]</b> (Do not Disturb). DND will be lit to indicate DND is active.
To allow calls to your phone	Press <b>[DND]</b> (Do not Disturb). DND will be unlit allowing calls to your phone.
<b>To Hang up or release call...</b>	Press <b>[Speaker]</b> or replace receiver