
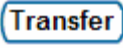




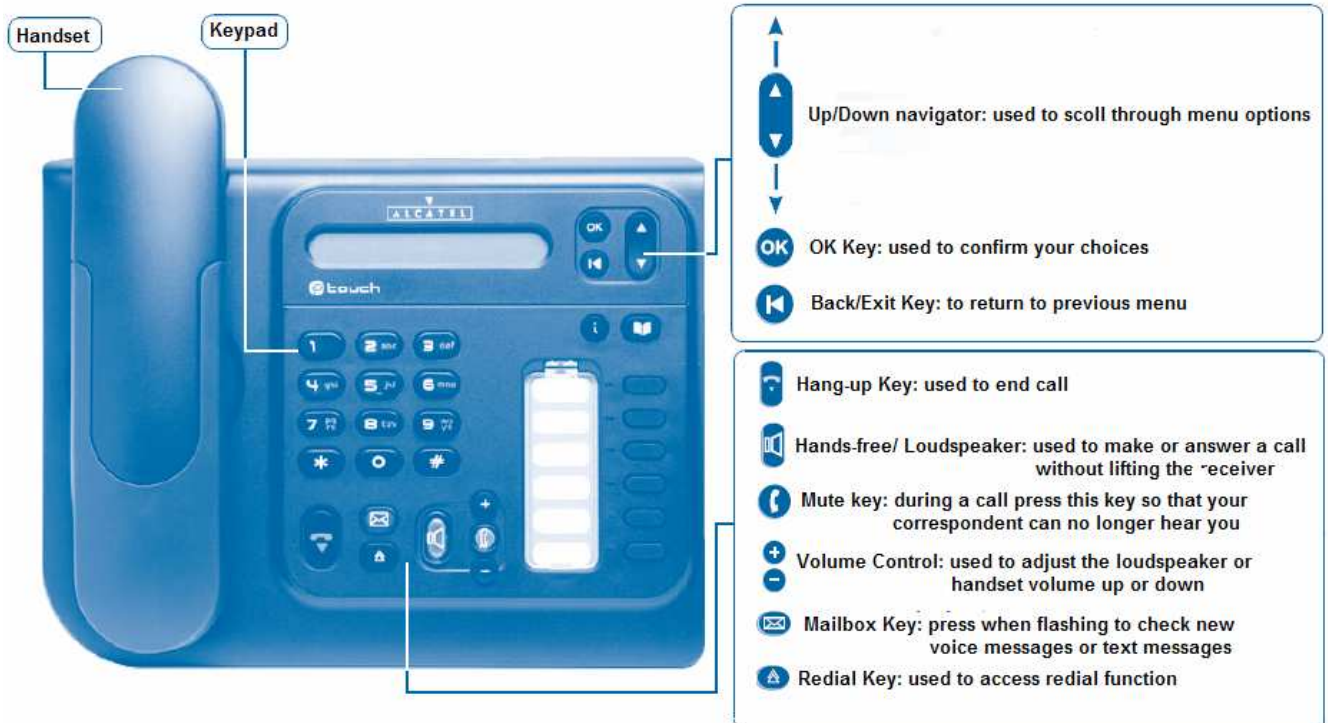


INTERNAL calls	Lift handset and Dial the internal extension number (e.g.120).
EXTERNAL calls	Lift handset and Dial 0 , then the outside number.
Dial OPERATOR	Dial 9 , to contact the operator / reception.
REDIAL	Dial #1 , or press  redial key to call the last number dialed.
CALL TRANSFER	Dial the extension number, Press the  key. Then hang up.
HOLD	Press the  key. To retrieve the call Press the  key.
CALL PARK	Dial *7 , and then hang up. To retrieve call from ANY phone Dial *7 , then the Extension number that parked the call.
CALL PICK-UP	Dial *6 , to pick-up a call on an extension that is in your pick-up group. If the extension is not in your pick-up group Dial #6 , and then the extension number that is ringing.
DTMF touch tones	Wait for call the call to initialize then Dial ## , or Press the  key to turn tones on and off. Used to select tones (e.g. for call options / phone banking).
CALL DIVERT	Press the  key to divert all your calls followed by destination number. To cancel all diverts press the forward key.
SPEED DIAL	Dial a number between 8000 and 8399 to call a system speed dial number.
CONFERENCE CALL	Place call on hold. Dial third party, once the call has answered Dial 3 , to activate a 3 way conference call.




How To Set-Up Your Voicemail

To set-up your mailbox, Press the  Key and then follow the prompts.

1. Enter your password (4 digits), press # to confirm.
2. Record your name, the Press # to confirm. Press # again to accept.
3. Your mailbox will now tell you how many messages you have stored in it (if any). Check these messages if desired.

Hang up your phone. Your message light will extinguish if you have no new messages in your mailbox


Customising your Voicemail Greeting

1. Press the  key
2. Press 6 – Settings
3. Press 1 – Mailbox
4. Select 1 to customise your greeting, press # to confirm. Press # again to accept.


Listening To Your Voicemail Messages

When your message light is activated, you have one or more new messages in your mailbox. To retrieve them:

Voice Messages

1. Press the  key.
2. Press 1 to check Voice messages.
3. Enter your password. If voice guidance is on, follow the instructions to hear messages.
4. Press 2 to delete the message if required.

Text Messages

1. Press the  key.
2. Press 3 to check text / missed call messages.
3. Press 2 to delete text message and to cancel message light.

Checking your voicemail from outside the office

1. Dial your in-dial extension number or Dial reception and then ask to be transferred to extension 500.
2. When voicemail answers, dial * for programming mode, then dial # (**for systems with ISDN in-dials and without Auto Attendant**).
3. Enter your mailbox number (extension number eg. 120) then enter your security code/password.
4. Follow the prompts to receive your messages.

Modifying Your Phone

Press the  menu key first, then:

Change Ring Tone	Press 6 – Settings, 3 – Phone, 1 – Ringing, 1 – Melody, use the Up/Down arrows then press OK.
Change Ring Volume	Press 6 – Settings, 3 – Phone, 1 – Ringing, 2 – Volume, use the Up/Down arrows then press OK.
Change Screen Brightness	Press 6 – Settings, 3 – Phone, 2 – Contrast, use the UP/Down arrows then press OK.
Modify Headset Mode	Press 6 – Settings, 3 – Phone, 3 – Forced Head, 1 to Enable or 2 to Disable, and then press OK.