
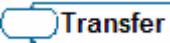








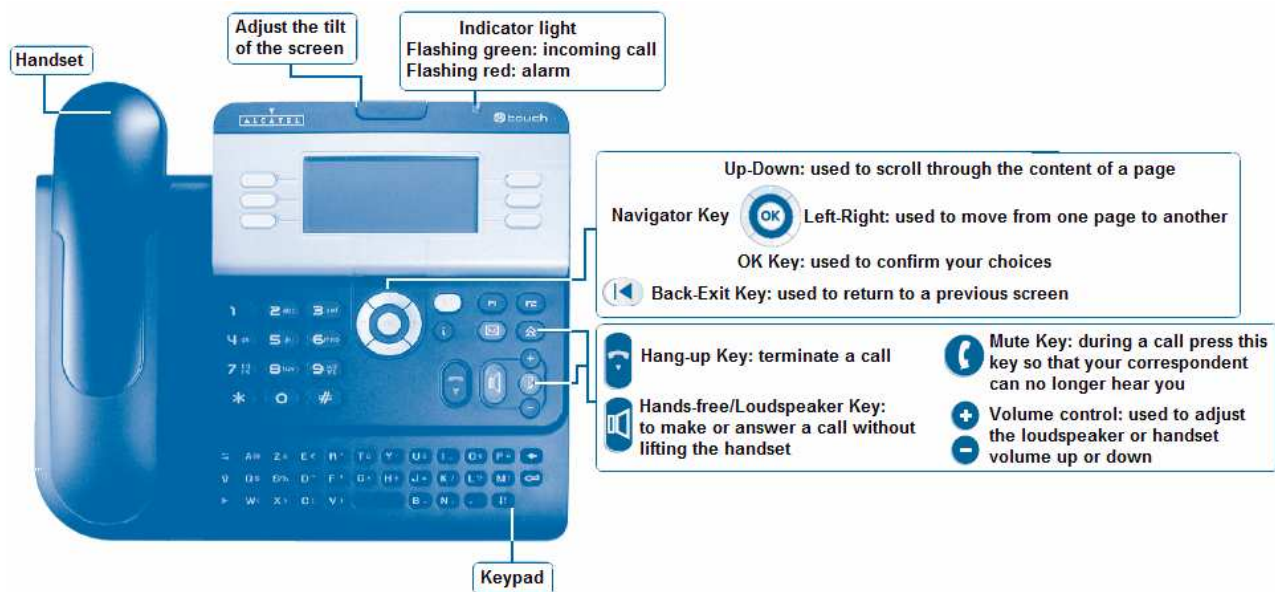


INTERNAL calls	Lift handset and Dial the internal extension number (e.g.120).
EXTERNAL calls	Lift handset and Dial 0 , then the outside number.
Dial OPERATOR	Dial 9 , to contact the operator / reception.
REDIAL	Dial #1 , or press  redial key to call the last number dialled.
CALL TRANSFER	Dial the extension number, Press the  Transfer key on the screen then hang up.
HOLD	Press the  Hold key on the screen. To retrieve the call press the  on top right of the screen.
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 OR Dial #6 , and then the extension number that is ringing.
DTMF touch tones	Press the  F1 key or Press the  MF code key on the screen to turn tones on and off. Used to select tones (e.g. for call options / phone banking).
Divert	Press the  F2 key, enter the destination number then ok. To cancel all diverts press the  F2 key.
CONFERENCE CALL	Place call on hold. Dial third party, once the call has answered Press the  Conference key on the screen to activate a 3 way conference call.
DIAL BY NAME	Enter the first letters of the name using the keypad at the bottom of the phone. Scroll through the list using the Navigator keys  left or right and then press OK to make the 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, then 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

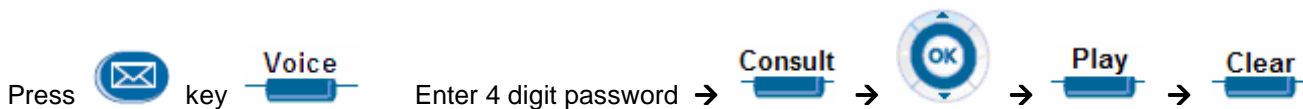
Customizing your PERSONAL Voicemail Greeting (lift the handset to record greeting)



1. Press the LEFT navigator key	6. Lift handset then record your personal greeting
2. Press the Settings soft key	7. Press the STOP soft key
3. Press the MAILBOX soft key	8. Press the LISTEN soft key to hear your message
4. Press the Pers message soft key	9. Press the OK key to confirm
5. Press the Record soft key	

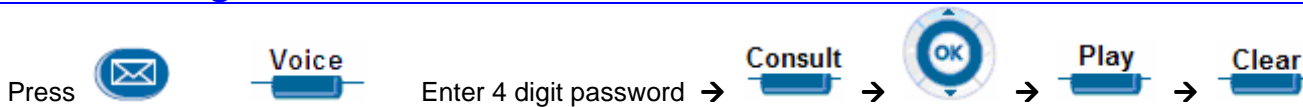
Listening To Your Voicemail Messages

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



1. Press the MAILBOX key	4. Press OK on the navigator key.
2. Press the VOICE soft key or GEN. MAILBOX soft key	5. Press play soft key
3. Enter your PERSONAL mailbox password (default is 1515)	6. Press the CLEAR soft key to delete message
4. Press the Consult soft key	7. Hang Up the phone

Text Messages



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 in-dials only)
3. Enter your mailbox number (extension number eg. 120) then enter your security code/password.
4. Follow the prompts to receive your messages.