

PHONE REFERENCE

MAKE A CALL

Lift handset or press speaker button, then dial number. Also you can dial the number first and then press the "DIAL" soft key.

NUMBERS

Internal extensions: Dial 4 digit extension

Local Calls: Dial 9 + 7 digit number

Long Distance: Dial 9 + 1 + Area Code + 7 digit number

International: Dial 9 + 011 + number

Emergency: Dial 911

END A CALL

Hang-up or press the "ENDCALL" softkey.

TRANSFER A CALL

Press the "TRANSFER" button, then dial your number, when your ready to transfer the call, press the "TRANSFER" button or softkey.

PUT A CALL ON HOLD

Press the "HOLD" button.

Press the "RESUME" soft key or the LINE button to take the call off hold.

PARK A CALL

Press the "PARK" soft key.

Note the number displayed, then from any phone dial that number.

CONFERENCE CALL (AD HOC, max 4)

Establish a call with the first person. Next press the physical Conference button. Now dial number of person you want to conference in. When they answer press the Conference button or Conference soft key.

CALL WAITING (7800 model phones)

While you are on the phone and an additional call comes in, the display will show that you have a second call. The line button will start flashing orange. Press the flashing line button. This places the first call on hold and makes the second call active. Use the toggle button to move between calls. The select button or the soft keys can be used to switch between calls.

FORWARD YOUR CALLS

Press the "FWD ALL" soft key, then enter the phone number you want you calls to be forwarded to. To cancel, press the "FWD OFF" soft key.

PICKUP A CALL FROM ANOTHER PHONE

When another phone rings in your group, press the "PICKUP" soft key. This will transfer the call to your phone.

TRANSFER CALL DIRECT TO VOICEMAIL

Press the "TRANSFER" button, press * + extension, then press the "TRANSFER" button or soft key and then hang up.

AOS *Expect the Best!*

PHONE REFERENCE

VOICE MAIL

Initial Setup (one time)

Press the "ENVELOPE" key to access voicemail. Enter "135790" as the initial PIN then follow the instructions to complete the setup.

Check messages (from YOUR phone)

Press the "ENVELOPE" key. Enter your PIN followed by the # key when prompted.

Check messages (from ANY other phone)

Press the "ENVELOPE" key. Then press *. Next enter your 4 digit extension. And finally your PIN followed by the # key when prompted.

Check messages (from OUTSIDE the office)

Dial (____) ____-____ number. Wait for your greeting to start playing, then press *. Next enter your extension. Then finally enter your PIN followed by the # key when prompted.

Message Commands

- 1 – Skip to the Message Header
- 2 – Skip Message, Mark Saved
- 3 – Delete
- 4 – Slow Playback
- 5 – Change Volume
- 6 – Fast Playback
- 7 – Rewind Message
- 8 – Pause/Resume
- 9 – Fast-Foreword
- # – Skip to the After Message Menu