How to I dial out?

- To dial out, simply press one of the available "green" lines 1-to dial out.
- Internal Calling
    1. Press Green Intercom/Extension key
    2. Dial the 2 or 3 digit extension of the person you are calling.
- External Call
    1. Press available "green" line key to obtain an outside line, then dial the desired number.
    2. To dial 911, press the "green" line key to obtain an outside line, and then dial 911.

How do I login into my new mailbox?

- Login into your mailbox by pressing the blue "VM access" button. Enter your password.

How do I record a personal greeting in voicemail?

- Change your personal greeting by logging into your mailbox and pressing 8 then 2. Follow the voicemail prompts to change your primary greeting.
- Remember to press # after you have recorded the greeting. The system will confirm you want to accept this greeting**.**

- **Note: Just listen to the Voicemail lady and she will help you.**

How do I Transfer a call to another extension?

1. While on a established call
2. Press the Transfer Key on your phone, which is one of the soft keys below the LCD screen or the transfer button on your phone.
3. Established call will automatically be placed on Hold. Indicated by blinking icon on Green Intercom/Extension/Line key.
4. Dial the intercom/extension you want to transfer the call to.
5. Press Join or simply hang up.
6. Call has been transferred

How do I use the Last Number Redial?

1. Simply Press the yellow Last Number key to redial the last number that you called.

How do I use the conference feature?

1. While on an established call, Press the yellow Conference key or Feature 3.
2. Established call will be placed on Hold. Indicated by blinking icon on Green Intercom/Extension/Line key.
3. Press second Intercom/Extension/Line key to dial.
4. Dial the 3rd party. Can be an internal or external call.
5. After the 3rd party is on the line press the Conference/Transfer Key again or Feature 3 and press the original held call on the Green Intercom, extension, or line key.
6. All Parties are now connected.

How do I place a call on hold?

1. While on an established call . . .
2. Press the Hold Key
3. The Call will be placed on Hold and is
4. Represented by a blinking indicator next to the Green Intercom/Extension/Line key. Press it again to take the call off hold**.**

How do I program autodial buttons?

- To program External autodials - Press Feature *1
- To program Internal autodials – Press Feature *2
- Follow the direction on the LCD screen.
- Press an available key/button that you wish to program.
- Enter the external number you wish to program. For example 1-616-555-1212
- The key/button is now programmed to dial this number.

How do I use the Voice call Feature?

- Feature allows a One to One page to an extension. Begin a conversation through the speaker of another telephone without making the other telephone ring.
- Press the Voice call button or Feature 66 and dial the extension of the phone you want to voice call.

How do I use the Sticky Note or Send Message Feature?

1. Feature allows you to leave a message for someone in their personal mailbox.
2. Press the blue Sticky Note button
3. Enter the mailbox number and press OK
4. Record your message and press OK
5. Follow prompts and press SEND

How do I change the contrast on my display?

- Press Feature *7. Then press 1-9 on the dial-pad to adjust the contrast. Select an appropriate ring. Hang-up when you hear the ring style you want to select.

How do I change the ring style on my phone?

- Press Feature *6. Then press 1-4 on the dial-pad to select the ring style. Hang-up when you hear the ring style you want to select.
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How do I check my Voicemail remotely?

- Dial your main number to check your voicemail remotely. When you hear the main greeting . . .
- Press **, your mailbox number and then your password followed by the # key. Example 21,2012,#
- You now can obtain your voicemail messages.

How do I transfer a call directly to Voicemail?

- Transfer an external caller to a mailbox without ringing the phone.
- During the call press the “Transfer to VM” key or Feature 986 and then enter the mailbox number and the call is transferred.

How do I change the time on the phone system?

- To Change date and Time on your phones simply use the following feature code.
- Press Feature ** Time [8463]
- Password = 266344
- and follow the prompts

Doing this once will change the time on all phones

How do I change my voicemail password?

- Change your mailbox password by logging into your mailbox and pressing 8 then 3. Follow the voicemail prompts or soft keys to change your password.