



Analog Phone

Using the Analog Phone

To Place a Call:

- Pick up the HANDSET and dial the NUMBER you wish to call.
- You do not need to dial a 9 for an outside line, or a 1 for long distance.

To Transfer a Call:

- Press the FLASH button to initiate the transfer.
- Dial the NUMBER you want to transfer the call to.
- WAIT for the phone to ring.
- Hang up to complete the transfer, or stay on the line to announce the transfer.

To Conference a Call:

- During a call, press the FLASH button.
- This will place the caller on hold.
- You will hear a dial tone.
- Dial the NUMBER of the party you wish to add to the conference.
- When the party answers, press the FLASH button to add them to the call.

To Put a Call on Hold:

- During the call, press the FLASH button.
- Do not hang up the phone, this will disconnect the call.
- To return to the call, press the FLASH button again.

To Forward All Calls:

- Pick up the handset and dial *72.
- Follow the Interactive Voice Response (IVR) Directions.
- Dial *73 to turn off call forward always.

To Answer a Call on Your Second Line:

- During an active call, press the FLASH button. This will place the first call on hold, and answer the second line.
- Press the FLASH button to toggle between calls.

To Transfer Call to Voicemail

- During an active call, press the FLASH button. This will place the call on hold.
- Dial *55. To transfer caller to your own voicemail, press the # key. To transfer caller to another voicemail box, enter the desired extension then #.

To Redial the Last Number Called

- Go OFF HOOK.
- Dial *66

To Dial the Last Caller

- Go OFF HOOK.
- Dial *69.

To Program and Use Speed Dial 8

To Program:

- Go OFF HOOK.
- Dial *74. You will hear a stuttered dial tone then a normal dial tone.
- Using the KEYPAD, enter the Speed Dial code you want to use (2 through 9) plus the TELEPHONE NUMBER you want to associate with it and then press the # key.
- The IVR will notify you whether or not the programming was successful.

To Use:

- GO OFF HOOK
- Press the Speed Dial code 2-9 using the KEYPAD.

Mail Controls

Menu 1	Key
Save	#
Delete	7
Replay Message / Skip Envelope	2
Fast Forward	3
Rewind	4
Play Message Envelope	5
Call Back Sender	8
Go to Menu 2	9
Menu 2	Key
Reply	1
Forward	2
Go to Menu 1	*

Voice Mail

To Access Your Voice Mail:

- Dial Your EXTENSION.
- Enter your password.
- To navigate, follow the menu choices.

From Outside the Office:

- Dial your phone number.
- When the voice mail system answers, press the * key.
- Enter your password.
- To navigate, follow the menu choices.