TO PROGRAM STATION SPEED DIAL

Display sets only.

- Press **SPEAKER** key.
- Enter **755** followed by the station speed dial location (**0-9**).
- Dial **9 + telephone number**.
- Press **HOLD**.
- Enter name if desired.
- Press **HOLD**.
- Press **SPEAKER** key to hang up.

TO USE STATION SPEED DIAL

- Press the **SPEAKER** key.
- Press **#7**.
- Dial the station speed dial location (**0-9**).

TO SET UP VOICE MAIL
Soft Keys are located under the display
1 = yes and 2 = no

Press **VMsg** soft key
Enter security code (default = 0000)
System will prompt for the following:
1. Record your name
2. Enter the 1st three characters of your name
3. Select directory status YES (1)
4. Record greeting
5. Select security code
Press 1 when finished to confirm mailbox settings* Stay on line until she says great!

TO ACCESS VOICEMAIL

- From your phone press **VMsg** soft key
- Enter security code
- Use soft keys (located under display) to listen to new/old messages, leave messages,
- From another phone press vmsg & #. When voice mail answers enter 9 + **your extension**. Follow prompts.

- ➢ From outside the office, dial **main number**. When the voice mail system answers, enter 9 and **your extension**. Follow prompts.
- ➢ If call is answered, ask for transfer to Voice Mail (X1xxx) When Voice Mail answers, press 9 and your extension number.

VOICE MAIL QUICK KEYS

Check new	**4**
Leave a message	**5**
Check old messages	**6**
Set up options	**7**
Switch personal greetings	**745**
Change standard greeting	**746**
Change alternate greeting	**747**

While listening to a message from outside the office, enter 3 to hear menu options or immediately press the following to select an action

Repeat the message	**3#**
Save message as new	**30**
Check the next message	**35**
Delete message	**36**
Archive message	**37**
Time Stamp	**38**
Redirect message	**39**

If the message has finished playing you can drop the 3 for the above features

Message playback options
Skip to end of message	**1**
Skip to end of message, do not hear Caller ID or time stamp	**3**
Rewind	**7**
Pause	**8**
Forward	**9**
Repeat	**#**
Save as new	*****

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Soft Keys

Cursor

TO ADJUST SPEAKER VOLUME

➢ While using **SPEAKER**, press top or bottom cursor key.

TO ADJUST HANDSET VOLUME

➢ While using handset, press top or bottom cursor key.

TO ADJUST RING TONE/VOLUME

➢ Press top or bottom cursor key while phone is ringing OR dial 729 and press top or bottom cursor key.

TO PLACE A CALL

➢ Lift handset or press **SPEAKER** key.
➢ *For internal call* – dial 3-digit extension.
➢ *For outside call* - dial 9 + telephone number

TO ANSWER A CALL

➢ Lift handset or press **SPEAKER** key or press flashing **ANSWER** key.

TO MUTE A SPEAKERPHONE CALL

➢ Press **MIC** key to turn off the red light.

TO MUTE A HANDSET CALL

➢ Press the **MIC** key to make the red light flash.

TO PLACE CALL ON HOLD

➢ Press the red **HOLD** key.

TO TRANSFER A CALL

➢ While on a call, press preprogrammed **DSS** key or press **Transfer** key and dial the 3 - digit extension number or 9 plus outside #.
➢ Hang up or supervise call (optional) then hang up to complete the transfer.

DIRECT TRANSFER TO VOICE MAIL

➢ While on a call, press **TRANSFER** key, enter destination extension + **8** and hang up.
➢ Caller is transferred directly into user's voice mail account.

CALL PARK SET

➢ While connected to a call, press the **PARK 1, PARK 2, PARK 3 or PARK 4** key

CALL PARK PICK UP

➢ Lift the handset and press the flashing **PARK 1, 2, 3 or 4** key

CONFERENCE CALL

➢ While on a call, press **CONF** key (soft key in display).
➢ Dial second number you wish to conference.
➢ When second party answers, press **ADD & BEGIN** (soft keys)

CHANGING YOUR ICM CALL MODE

➢ To have your phone ring on ICM dial 723
➢ For hands free ICM dial 721

LAST NUMBER REDIAL

➢ Press **REDIAL** key. Display shows last number dialed.
➢ Press # key to redial number.
➢ To search for a desired number in the redial list, press the up or down arrow keys in the display; lift handset to place the call.

SCROLLING CALLER ID AND REDIAL

➢ Press the **LIST** soft key
➢ Press REDIAL or CID
➢ Use the Up/Down arrows to scroll
➢ Press the speaker key or lift handset to dial desired number.

CALL FORWARDING ALL - SET

➢ Press **FWD ALL** key or dial 741.
➢ Press **1** to set.
➢ Enter **3-digit** extension or **9 + outside number**.
➢ Press **SPEAKER**.

CALL FORWARDING ALL – CANCEL

➢ Press **FWD ALL** key or dial 741.
➢ Press **0** to cancel.

CALL PICKUP DIRECT

➢ To pick up another ringing extension, lift handset and press the **DIR PICK** key or dial **.
➢ Enter extension number and converse with party.

CALL PICKUP GROUP

To pick up another ringing extension, lift handset and press the **PICK UP** key or dial *#.

TO PROGRAM ONE TOUCH KEYS

➢ Press **SPEAKER** key.
➢ Enter Service Code **751**.
➢ Press one touch key.
➢ Enter **01** follow by ext or 9 + number.
➢ Press **HOLD**.
Press **SPEAKER** to hang up.

TO USE ONE TOUCH KEYS

➢ Press one touch speed dial key.
➢ Number is automatically dialed.

Soft Keys are located under the display