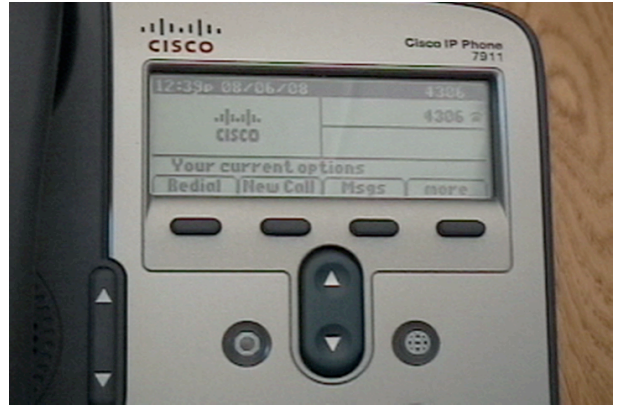
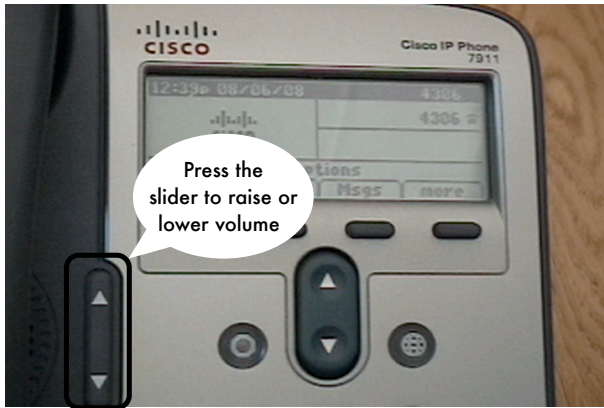


2008-09

New Phones !!!



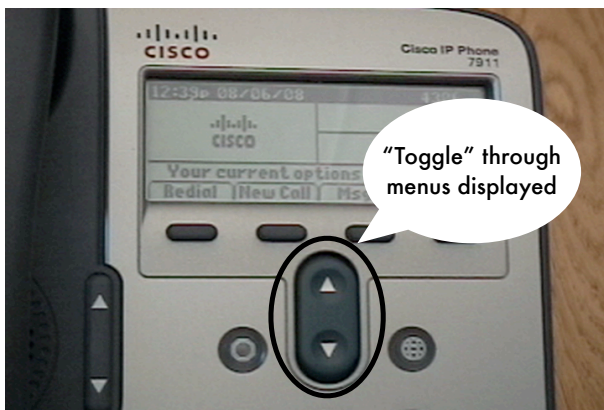
Telephone Features



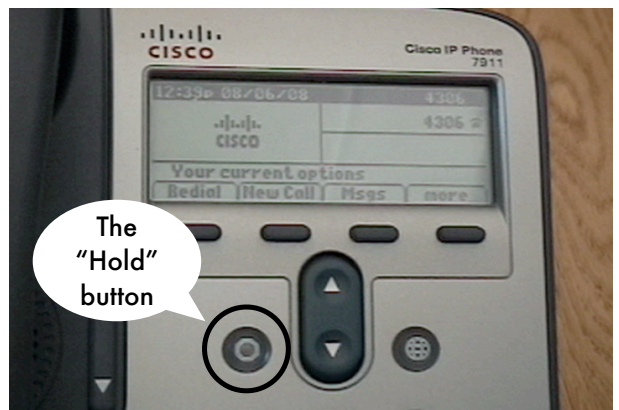
Telephone Features



Telephone Features



Telephone Features



Placing a call on hold:

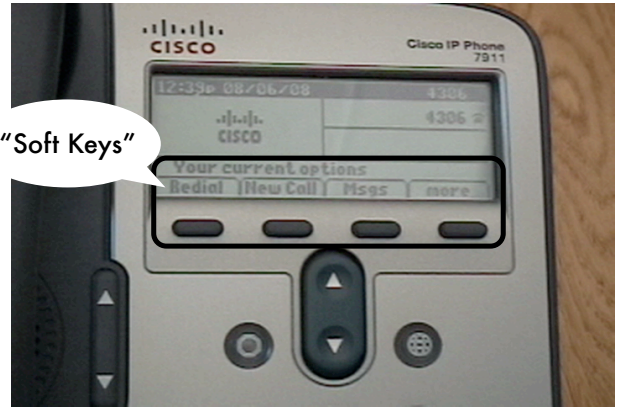
Press to place call on hold.

Press to return to held call.



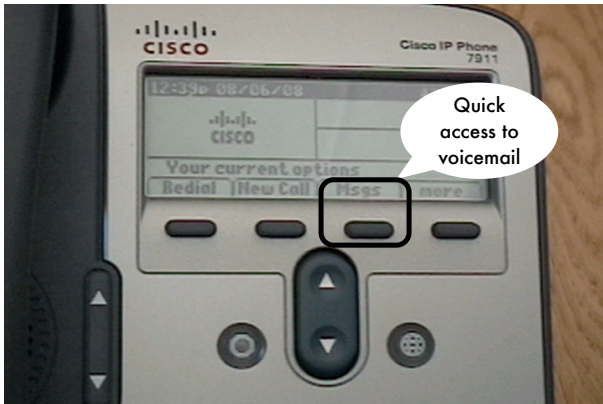
Telephone Features

"Soft Keys"



Telephone Features

Quick access to voicemail



Phone / Voicemail Pocket Guide

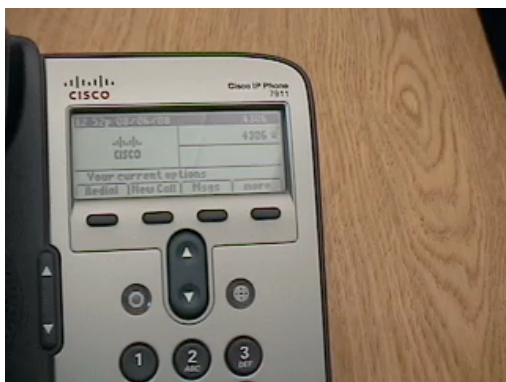
Phone/Voicemail Quick Reference



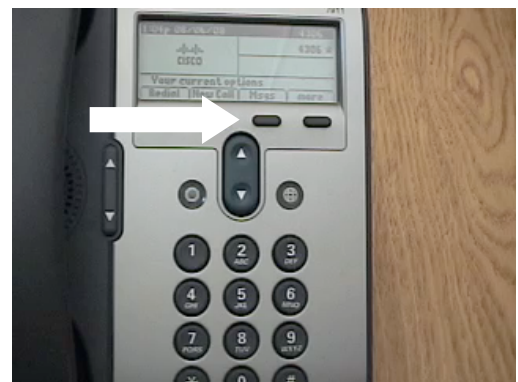
Outgoing calls: Dial 7
Access Voicemail: Dial 4999
(or press the Msgs phone key)
From home: 847-415-4999
when prompted:
- enter extension followed by #
- enter password followed by #
(*please wait while your mailbox fills* - then follow prompts)

To:	Press
Play message:	2
Next message:	6
Previous message:	4
Delete message:	76
Logout (or hang up):	83

Dial "7" for outside line



Accessing Voicemail



Phone / Voicemail Pocket Guide

Recording Greetings

To: **Press**

Access greeting: 82

Record more greetings: 75

Press 1 for your external greetings, or 2 for your internal greetings. (You only need to set an External greeting, the Internal greeting is optional).


- External greetings play for callers outside of your organization.
- Internal greetings play for callers within your organization calling your internal extension number from their internal extensions.

- Press 5 to begin recording,
- Record your greeting
- Press # to end recording.

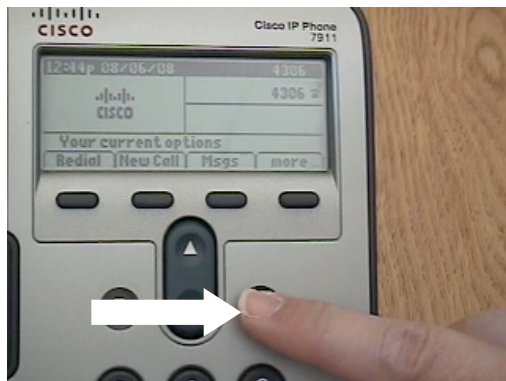
Phone / Voicemail Pocket Guide

Access built-in directory:

1. Press "Application" button (right of toggle arrows)
2. Select option "2 Directories"
3. Select option "6 Corporate Directory"
4. Enter search criteria using keypad numbers and letters (similar to text messaging)



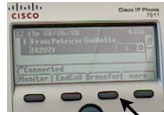
Accessing the Directory



Phone / Voicemail Pocket Guide

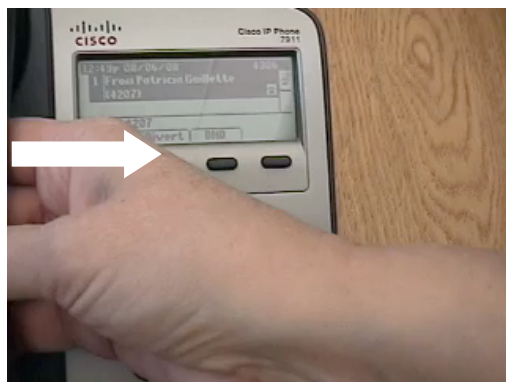
Phone Tips:

Transfer a call:



1. Press **Transfer**
2. Enter extension number
3. Wait until call is answered and "announce" the call, or
4. Press **Transfer** again to complete the connection.
5. To abort and retrieve the original caller, press **End Call**, then press **Resume**

Transferring a call



Phone / Voicemail Pocket Guide

Transfer to Voicemail:

Look at "soft key" display

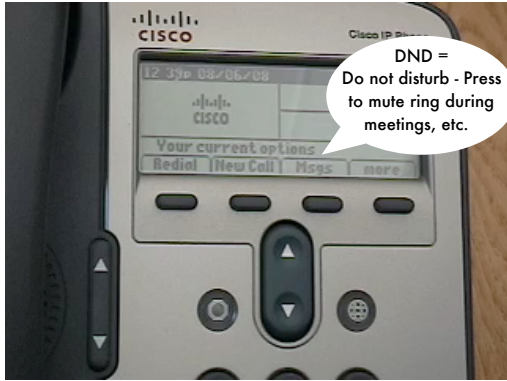
1. Press **Transfer**
2. Enter *** + extension number
3. Press **Transfer** again to complete the connection.
4. To abort and retrieve the original caller, press **End Call**, then press **Resume**

Park a call:

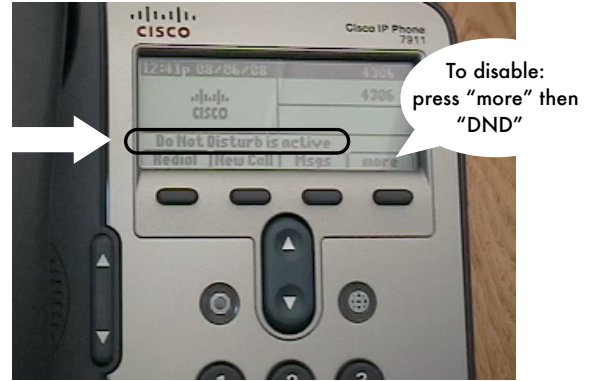
Look at "soft key" display

1. Press **More**
2. Press **Park**
3. Dial "Call Park #" from any other extension

DND "Do Not Disturb" Soft Key



DND "Do Not Disturb" Soft Key



Enjoy the New Phones !!!

