



Parking Calls: Any call that you park can be picked up over any phone connected to the network, Pressing Park call will place call on any available lot

Volume Adjusting: When using the volume button, it will adjust what is current in use. EX: If using speaker phone, it will make louder or softer.

Line 1 & 2: When you pick up the phone, it will automatically pick an available line. You do not need to pick out of Lines 1 & 2

Voicemail: Hit voicemail button. Enter password. Select 0.

1- to record your unavailable message *

2- to record your busy message *

3- record name *

4-record temporary greeting (optional)

5-change password (optional)

To Transfer:

While on call, select Xfer button, extension, Xfer

To transfer to Voicemail:

While on call, select Xfer, * Extension, Xfer

To answer/setup virtual mailbox:

From any phone hit speaker button, then dial your extension, when talking begins hit *. Enter password. 0 gets you into the menu. From there 1, 2, 3, and 5 need to be set.