

HOW TO SET UP YOUR VOICE MAILBOX

TO SET UP YOUR VOICE MAILBOX FROM INSIDE THE DISTRICT

1. From any phone in the district dial 275
2. Press * **plus your extension number**
3. Enter **your password (12345)** then press #
4. Press **4** for **Personal options**

TO RECORD YOUR PERSONAL GREETING

Press **1** to change your personal greeting

Press **1** to record your Primary Greeting

Record greeting at the tone

Press # when finished recording

Press # to save Recording

Press **2** to setup your name in the Directory

Press **3** to change your voicemail password

PLEASE NOTE: YOU MUST CHANGE YOUR PASSWORD FROM THE DEFAULT

TO SET UP VOICE YOUR VOICE MAILBOX FROM OUTSIDE OF THE DISTRICT

1. Dial 314-918-4699
2. Enter your **extension** when requested
3. Enter **your password (12345)** then press #
4. Press **4** for **Personal options**

TO RECORD YOUR PERSONAL GREETING

Press **1** to change your personal greeting

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Record greeting at the tone

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Press # to save Recording

Press **2** to setup your name in the Directory

Press **3** to change your voicemail password


PLEASE NOTE: YOU MUST CHANGE YOUR PASSWORD FROM THE DEFAULT

Sample greeting;

Thank you for calling, you have reached (your name). I am unable to answer your call at this time. At the tone please leave a detailed message including your name and callback number and I will return your call as soon as possible.

Press the **Outgoing** Key

ANSERING CALLS AT YOUR RINGING EXTENSION

Lift Handset or Press the **SPKR** key “  ”


ANSWERING CALLS RINGING or HOLDING AT ANOTHER EXTENSION

Lift Handset

Press the **PICK-UP** Key or **4**

Plus **Extension** number where the call is ringing or holding

HOLDING CALLS AT YOUR EXTENSION

TO PLACE CALL ON HOLD: Press the **HOLD** Key and hang up “  ”

TO RETRIEVE: Press the flashing **CALL** Key or **ANSWER**

TRANSFERING CALLS TO ANOTHER EXTENSION

While on an existing call,

Press the **TRANSFER** Key “  ”

Dial the destination **EXTENSION NUMBER**

Announce call and/or Hang up

TRANSFERING CALLS TO HOLD AT ANOTHER EXTENSION

While on an existing call,

Press the **TRANSFER** Key “  ”

Dial the destination **EXTENSION NUMBER**

Press **HOLD**, Hang UP “  ”

CONFERENCE

While connected with first caller

Press the **CONF** Key

Call second party

When second party answers Press **CONF**

Press **CONF** one more time to join all parties

Note: Parties connected to the conference call may include yourself and up to 3 inside or external callers.

Note: If you are conferencing an external caller, you must first Press the **OUTGOING** Key followed by their telephone number.

DO NOT DISTURB (ON)

Press **DND**, select message (01-20), press **SPKR**

DO NOT DISTURB (OFF)

Press **DND**, press **DND OFF** on display

SYSTEM SPEED DIAL

Lift Handset

Press the **SYS SPDL** Key + **Access Code (000-499)**

CALL FORWARDING

TO PROGRAM:

Lift Handset

Press the **FWD** Key

Dial destination extension number

TO CANCEL:

Press the **FWD** Key

Press the **SPKR** Key

MUTE

Press **MUTE** “  ”

Mutes the microphone while on a handset or Speakerphone call.

Press **MUTE** again to return call to normal “  ”

SPKR

Lets you place or answer calls by pressing This key **INSTEAD** of lifting the handset

PAGE

Lift Handset

Press **PAGE** Key

Select **PAGE ZONE (0-9)**

Make Announcement

Hang Up

REDIAL

Press **REDIAL** to dial last outside number dialed “  ”

PROGRAMMING ONE-TOUCH SPEED DIALS

INTERNAL

Press **383** with the handset in the cradle

Press a blank **SPEED DIAL** key OR (0-9)

Using your dial pad, you may spell the name of the Speed Dial you are programming

Press the **(#) Pound** Key to save the name

Enter the internal **EXTENSION NUMBER**

Press the **(#) Pound** Key to save the number

EXTERNAL

Press **383** with the handset in the cradle
Press a blank **SPEED DIAL** Key
Using your dial pad, you may spell the name of the Speed Dial you are programming
Press the **(#) Pound** Key to save the name
Enter **8+ the outside telephone number**
Press the **(#) Pound** Key to save the number

Note: The Volume Key toggles between “**Name**” and “**Number**” in the programming. The **FWD** Key advances a space forward, The **MUTE** key erases the current entry

USING STATION SPEED DIALS

Press **STN SPDL**
Press **(0-9)**
Or
Press a programmed **Station Speed Dial Button**

ADJUSTING THE VOLUME CONTROLS

RINGING VOLUME

While on an active speakerphone call, Press the **Volume** Control Key to the desired level. This may be adjusted on a per call basis, or you may set the volume by pressing the middle of the **Volume** Control Key. *Please note that the speakerphone volume must be set separately for outside and intercom calls as well as intercom dial tone.*

Note: Press the middle of the **Volume** key to save.

HANDSET VOLUME

While on an active call, Press the Volume Control Key to the desired level. This may be adjusted on a per call basis, or you may set the volume by pressing the middle of the **Volume** Control Key. *Please note that the handset volume must be set separately for outside and intercom calls as well as intercom dial tone.*

SPEAKERPHONE VOLUME

While on an active speakerphone call, Press the

Volume Control Key to the desired level. This may be Adjusted on a per call basis, or you may Set the volume by pressing the middle of the **Volume** Control Key. *Please note that the Speakerphone volume must be set separately for outside and intercom calls as well as intercom dial tone.*

Note: Press the middle of the **Volume** Key to save.