

NEW PHONE SYSTEM CHEAT SHEET

Remember record your greetings. Press Personal Greeting key and record greetings.

Flash key brings the caller back to you off intercom, toggles between calls

Star key brings the caller back when you already transferred them, lets you p/u other phone. Star plus the person's name to whom you transferred gets the caller back or lets you answer another person's phone.

Paging - #0 page all phones & speakers, #1, 2 or 3 for various paging zones & 199 to page overhead speakers only.

Quick Page (only on E & X Class, requires soft key) allows you to press Quick Page key plus person's name and system will automatically page the person.

Hold key pressed once put caller on park (call can be picked up from any phone), system will let you know what line customer is parked on by a # designation in the top

right corner of the LCD display. You pick up the call by pressing hold and the #

at the top of the display. The LCD will also tell you what line when you press hold.

Hold key held down continuously puts the caller on hold on your phone only. Retrieve the call by pressing the hold button followed by the proper numerical key.

Esi Dex means phone book and dial. Press the Esi Dex key and you can pull up speed dials alphabetically by the corresponding key (i.e. the 2 key will have all a,b,and c listings). Once you pull up the right name alphabetically press Esi Dex again to dial. Users should use Personal option to store most speed dials.

When Caller ID shows up press Esi Dex and speed dial will be stored alphabetically in the corresponding # key.

To Record press record key. To stop recording press it again or hang up.

Recordings are stored in your voice mail.

To Record into other users Voice Mail you press record and their soft key.

To retrieve a recording press your blue Voice Mail key.

Voice Mail (VM)

Voice Mail messages and Recordings will be stored in VM

Press the blue key to hear VM or if calling from outside press * and your extension

If reception person answers ask them to press their blue voice mail key and you will be in voice mail. Then press * and your mailbox #.

To move a VM message to another user you listen to message (or recording) press 6 when its completed, then tap the people you want to hear the message. At this point the system will ask you if you would like to add an introduction by pressing the 1 key. You can add an introduction and then press 1 again to confirm introduction or you can press the 6 key to let the system know you aren't going to add an intro. After this you can delete your message if you know longer need it by pressing the 7 key.

VM Keys (While listening to message or recording)

- 1 Pause (pause a message or recording)**
- 4 Rewind the message 4 seconds at a time**
- 5 Fast Forward the message 4 seconds at a time**
- 7 Deletes the message**
- 8 Moves you to the end of the message**
- 9 Saves the message**
- 99 Saves the message as New. You continue to see Blue light flash at you.**

VM Keys (After listening to message or recording)

- 3 Reply (allows you to reply to an internal memo from another user)**
- 4 Replay the entire message**
- 6 Move a copy of the message**
 - 1 To add an introduction**

