



Fused Technology, Inc.  
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### **Initial Voice Mail Setup**

This function setups the initial voice mail box for the user

1. Press your 'Voicemail' speed dial button, or dial \*5000, and enter your extension when prompted.
2. The default password is your extension number
3. Follow prompts for voice mail box setup.
4. Enter new password when prompted followed by the # key.
5. **New Password must be 2 to 4 digits long, cannot be the same as your extension number.**
6. Reenter new password when prompted followed by the # key.
7. Say your Name when prompted, followed by the # key.
8. Press 1 to accept, 2 to listen to your name, 3 to rerecord.
9. Speak your unavailable greeting when prompted, followed by the # key.
10. Press 1 to accept, 2 to listen to your recording, 3 to rerecord.
11. Speak your busy greeting when prompted, followed by the # key.
12. Press 1 to accept, 2 to listen to your recording, 3 to rerecord.
13. Note the busy message is only used when you turn on Do Not Disturb
14. Hang up phone

### **Re-Record Personal Greeting**

This function sets a recorded greeting callers will hear when the user is unavailable.

1. Press your 'Voicemail' speed dial button, or dial \*5000, and enter your extension when prompted.
2. When prompted for a password, dial your password.
3. Press 0
4. Press 1 to record the "Unavailable" greeting and press # after speaking
5. Press 1 to accept the greeting
6. Hang up phone

### **Record Temporary Greeting**

This function plays a temporary greeting before the unavailable greeting.

1. Press your 'Voicemail' speed dial button, or dial \*5000, and enter your extension when prompted.
2. When prompted for a password, dial your password.
3. Press 0
4. Press 4 to record the "Temporary" greeting and press # after speaking
5. Press 1 to accept the greeting
6. Hang up phone

### **Turn off Temporary Greeting**

This function turns off temporary greeting

1. Press your 'Voicemail' speed dial button, or dial \*5000, and enter your extension when prompted.
2. When prompted for a password, dial your password.
3. Press 0
4. Press 4
5. Press 2 to turn off the greeting

### **Check voicemail messages**

1. Press your 'Voicemail' speed dial button, or dial \*5000, and enter your extension when prompted.
2. When prompted for a password, dial your password.
3. See Voice Mail Navigation document for more features and navigation.



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### **Check voice remotely**

1. Dial the main number, or companies dedicated check voicemail number and press # at the auto attendant.
2. When prompted for a password, dial your password.
3. See Voice Mail Navigation document for more features and navigation.

### **One-Button Transfer caller to an extension. (N/A for 30i and 31i series phones)**

NOTE: When using 1 button transfers, DO NOT PRESS THE [Xfer..] BUTTON

NOTE: When using 1 button transfers, the call cannot be on hold, it must be active.

1. While on the phone/line with the caller, Press associate labeled extension button.
2. You may have to press the [More] Button to access LCD screen extension buttons.

### **Transfer a caller to an extension with out a labeled extension button.**

1. While in a call, press the [Xfer] soft key. This will put the caller on hold
2. Dial the desired extension/number.
3. When that extension/number picks up you may announce the call to the party
4. Press the [Xfer] soft key to complete the transfer.
5. Note: You may also press the [Xfer] soft key immediately after dialing to complete the transfer before the other party picks up if you do not wish to announce the call first.

### **Transfer a caller directly to voicemail**

Note: If the phone has a [Name]-VM speed dial key, just press that key for one-button transfer

1. While in a call, press the [Xfer] soft key. This will put the caller on hold
2. Dial the parties extension and \* (Example, 201\*)
3. Press Dial key, and immediately press [Xfer] soft key.

### **Conference Calling**

1. Place a call to the first party, or while on the phone with an active call.
2. Press the Conference soft key on the screen (the active call is now on hold)
3. Dial the second party.
4. When the second party answers press the Join soft key.

### **1 to 1 2-way Intercom**

1. If you do not have a pre-programmed Intercom button, dial \*80+extension. So if you want to intercom the person at extension 103, you would dial \*80103
2. If you have a pre-programmed Intercom button, press the Intercom button, then press the persons speed dial button or dial their extension.

### **Call Parking**

3. While on a Call, Press the [Park] Soft key.
4. Listen for the announcement of the extension number. ( i.e Extension 1)
5. Hang up the Phone. (or if on speaker phone, press the [Xfer] soft key)

### **Retrieve a parked call**

1. From the desired phone pickup the handset press the 'CallPickup' soft key, immediately followed by the extension number of the parked call.
2. Example: if a call was parked on park 2 the user would press 'CallPickup' then 2.