To Dial an Employee

[Extension] , [Dial button]

Transfer Call to an Employee

[Transfer Button] , [Blind Button] , [Extension] , [Dial Button]

Transfer Call Directly to an Employee's Voicemail

[Transfer Button] , [Blind Button] , [Extension] , [*] , [Dial button]

Park a Call

[Transfer Button], "*70", [Dial button]. Listen for Parked Extension (i.e. 1,2,3)
Then press the [Transfer Button] again, or hang up.

Pickup a Call

"*71" + Parked Extension Number, [Dial button]. (Ex, Dial *711)

➢ When placing a call to any number less than 10 digits, you must press the Dial or pound '#' button to initiate the call.
➢ For an incoming call, the (Reject) soft key sends the caller directly to voicemail.
➢ **Direct Call Intercept:** Dial *8 [Incoming extension number to pickup] (Example *815 for ext 15)
➢ **Quick blind transfer**: press the (Trnsfr) soft key. Press the (Blind) soft key. Dial the number.
➢ **3-Way Conference Calling:** Press the (Confrnc) soft key, dial the 3rd party, press the (Confrnc) soft key again to complete.
➢ Call a persons voicemail directly: Dial [Persons extension] * (example: 15*)
➢ Dial * [Your extension] to access your voicemail from any internal phone. (Example *15)
➢ To access your voice mail remotely: Dial company's designated VM number, and press # at the auto attendant.
➢ To receive your voicemail message via e-mail, or to obtain a web portal login to check your messages online, contact the help desk for setup and further instructions.
➢ When reviewing your messages: 1 to listen to new messages, 7 to delete, 9 to save.
➢ Call a Speed Dial. Press the up navigation key form the main screen.
➢ Enable/Disable Call forward All: Press (Forward) soft key from the main screen.