

MORE THAN A PHONE SYSTEM



Premium Worldwide Calling Services

User Guide v11.18

Initial Setup - Each user should go to their voicemail and do these things:
Record your unavailable message, your busy message and your name.
Please change your voicemail pin code from the default.

The # key is like an enter key.
Enter the # after dialing a number or feature code to force immediate execution.

How to:

Voicemail - Access your voicemail from the handset by pressing *123# or use the message button.

Hold – Places a call on holds to your extension only.

Park a Call – press TRANSFER 700# - this puts the call on hold with a location number.
This call will return to the original extension at 45 seconds.

Park Call Pickup – enter the call park location number and # to retrieve the parked call.

Transfer a Call - press TRANSFER and the extension or 10 digit phone number and #.
To supervise the transfer, do not hang up until ready to hand off the call.

Transfer a Call Directly to Voicemail – press TRANSFER *125 and the extension number and #.

Conference – press CONFERENCE and enter the extension or 10 digit phone number and #.
When that call connects, press CONFERENCE again to connect up to 3 callers.

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