Phone Instructions

Voicemail Setup:

- Dial 778
- After the “mailbox” prompt, enter the last 3 digits of your extension
- Enter your temporary password

Voice mail menu tree:

0 Mailbox options
  o 1 Record your unavailable message
  o 2 Record your busy message
  o 3 Record your name
  o 4 Record your temporary message (N/A)
  o 5 Change your password
  o * Return to the main menu

After recording a message (incoming message, busy/unavail greeting, or name)
  1 - Accept
  2 - Review
  3 - Re-record
  0 - Reach operator(1) (not available when recording greetings/name)

Making calls:

Dial 9 for an outside line
Long Distance: do not dial a 1 in front of the area code

<table>
<thead>
<tr>
<th>Shortcuts</th>
<th>778 or 651-523-1778</th>
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</thead>
<tbody>
<tr>
<td>*1</td>
<td>Immediate transfer or just hit the transfer button</td>
</tr>
<tr>
<td></td>
<td>Voicemail access</td>
</tr>
<tr>
<td>*2</td>
<td>Attended transfer (puts caller on hold, you dial new party, tell them about caller, you hang up and the other two are connected)</td>
</tr>
<tr>
<td></td>
<td>777 Call forwarding</td>
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<tr>
<td></td>
<td>552 Do not disturb –straight to v/m (toggle on/off)</td>
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</tbody>
</table>

A: CANCEL Key- Cancel actions/inputs
B: Turns the casing speaker on/off
C: Adjust volume
D: ENTER Key-Confirm actions, selections, inputs
E: LED lit for missed call (if not using voice to email function)
F: Line 1 & 2. To put a caller on hold, whichever line (L1 or L2) is lit. To take caller off hold, push the button again
G: Redial number
H: Transfer a call
While on a call, press Transfer, then dial the extension. This is an immediate transfer and the call will ring on the other extension and disconnect you from the call.
I: Mute your call