

TELEPHONE QUICK REFERENCE

HOLD

During a call press the **HOLD** button
To reconnect press the **flashing line** button

TRANSFER

During a call, press the **TRANSFER** button
Announce the caller (optional)
Hang up

CONNECT

Press **CONNECT** to get back to original caller

CALL FORWARDING

Get a dial tone
Dial # **91**
Dial **extension** to receive calls

TO CANCEL FORWARDING

Dial # # **91**

PHONE MAIL

Access Phone Mail by pressing the **Phone Mail** button or dialing **6006**
Press the # key if you are at your own **extension** or dial your **extension + #** key if you are away from your phone
Dial **Security Code + #** key

TO CHANGE YOUR PERSONAL GREETING

From the **Main Menu**
Press **8** for **Answering Options**
Press **1** for **Personal Greeting**
Follow Prompts

TO RECORD YOUR NAME

From the **Main Menu**
Press **8** for **Answering Options**
Press **4** for **Record Name**
Follow Prompts

TO CHANGE YOUR PASSWORD

From the **Main Menu**
Press **9** for **Mailbox Options**
Press **3** to **Change Your Password**

	Record	Skip	Listen	
	1	2	3	
Save	4	5	6	Delete
Reverse	7	8	9	Forward
	*	0	#	
	Stop	Help	Enter	