PLACING A CALL

· Dial 4-digit extension number
  OR Dial 8 + the external phone number
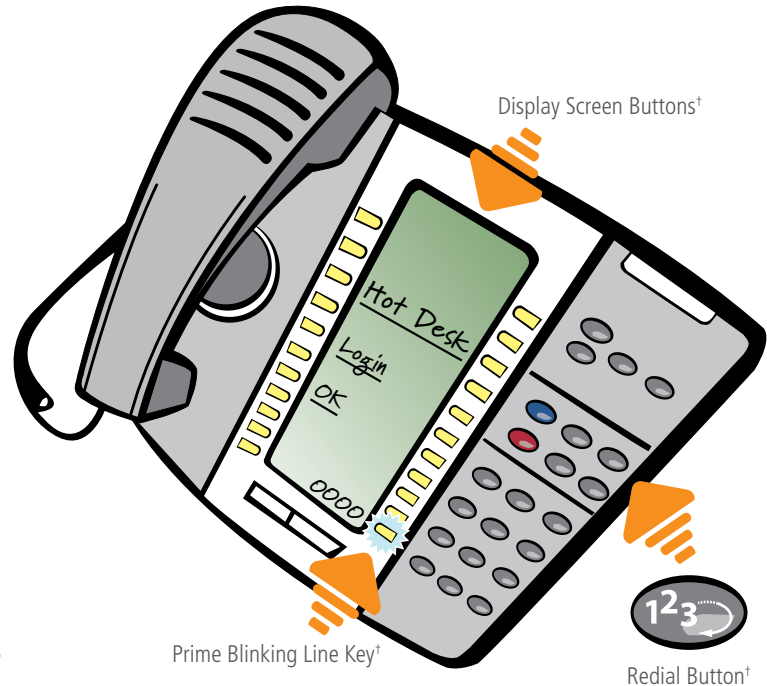 OR press the Redial button

ANSWERING AN INCOMING CALL

· Press your Prime blinking line key.
  (Prime line is the button that has your Ext number.)

LOGGING IN/OUT OF THE PHONE

· If your phone is a Hot Desk phone (it will display LOCKED on
  the screen) you will need to login. Please follow these steps:
  1) After plugging in the phone
  2) Press button next to "Hot Desk" words displayed on the screen
  3) Press button next to "Login" displayed on the screen
  4) Enter your Ext #
  5) Press button next to "OK" displayed on the screen
  6) Enter your PIN (Same as your extension number)
  7) Press button next to "OK" displayed on the screen
· You will get a message "LOGIN COMPLETED"
· There is no need to logout from your phone, if you lose power or
  internet connectivity you will have to login following the steps above.

†Location of buttons and keys may vary per phone.

Display Screen Buttons†

Prime Blinking Line Key†

Redial Button†

SETTING UP YOUR VOICE MAIL

FROM YOUR PHONE:

· Press VOICEMAIL soft button
· Passcode: <u>1111</u>
· Follow the prompts to reset passcode
  and record your name, greeting, etc.

ACCESSING VOICE MAIL

FROM YOUR PHONE:

· Press the "flashing envelope" key
· Press the READ MESSAGE soft key
· Press the CALL soft key
· Follow the prompts as instructed
· Passcode: _____

**FROM ANY OTHER PHONE OR
FROM OUTSIDE LINE:**

· Dial DID directly, press the asterisk key "*"
  upon answer and company greeting
· Follow the prompts as instructed
· Passcode: _____

Read
Message
Call

Voicemail

Asterisk Key

Flashing Envelope

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