

# Quick Tips

For your Phone



## Bypass a Greeting

## anytime during the message

## Transfer a Call

CTRL/TRNS

Dial the other extension

Hang Up

## Create and Use a Phone List

### Creating a Phone List

1. Dial into your Voicemail
2. Hit 3 to manage your mailbox
3. Hit 3 to manage your lists
4. Select a number for the lists (listen to the prompts to add / edit / delete a user)
5. Make sure you use 9 to exit the function and save your work.

### Dialing into your Voicemail

1. Dial 850
2. Hit \*
3. Enter your EXTENSION and #
4. Enter your Security Code and #

### Using a Phone List

1. Dial into your Voicemail
2. Dial 2 to send a new message
3. Dial 01—quickly! This puts you into using your lists.
4. Dial the number of the list that you want to send to.
5. Record the message and send the message by following the prompts.

## Help! My phone keeps calling someone when I try to access my message.

This is a situation where the other user has tagged your phone extension for a call back. You will not be able to get your voice messages until you call that person back.

1. Make sure they are there and will answer their phone.
2. Hit your msg key and follow the prompts to log in.
3. Your phone will automatically dial the other user. They must actually pick up the phone. Once they have done this and you both hang up, the system will be cleared.