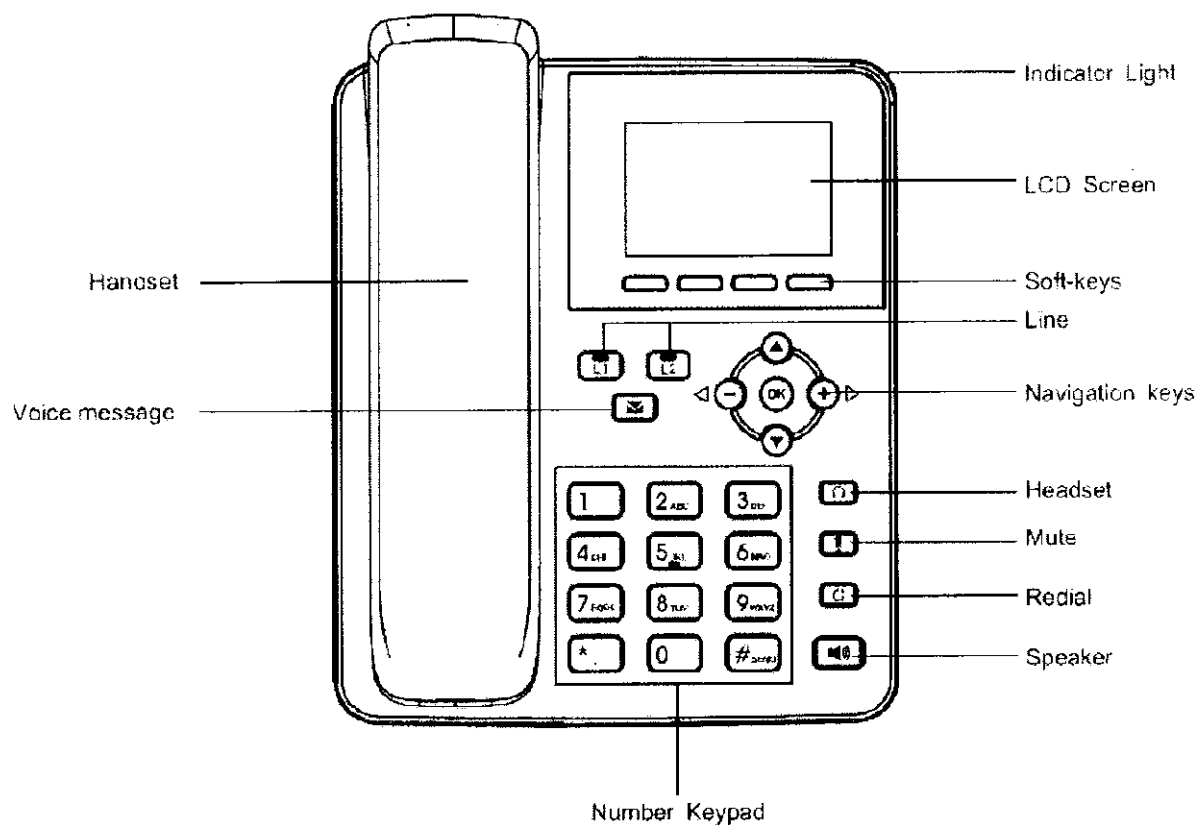







## NEW PHONE QUICK START GUIDE

### YOUR NEW TELEPHONE (CLASSROOM)








Softkey	Function
<i>History</i>	Brings up the Call Logs.
<i>DIR</i>	Brings up the Phonebook.
<i>DND</i>	Toggles Do Not Disturb on and off.
<i>Menu</i>	Brings up the <i>Settings</i> menu.

Button	Function
L1	Line 1 — the phone can handle two calls at once. The blinking L1 button indicates an incoming call or a call on hold. Pressing the blinking L1 button will answer the call.
L2	Line 2 — the phone can handle two calls at once. The blinking L2 button indicates an incoming call or a call on hold. Pressing the blinking L2 button will answer the call.
	Voicemail — accesses voicemail and voicemail greetings.
	Headset — toggles the headset on and off.
	Mute — Toggles the microphone on and off.
	Redial— places a call to the last number dialed.
	Speakerphone— toggles the speaker on and off.

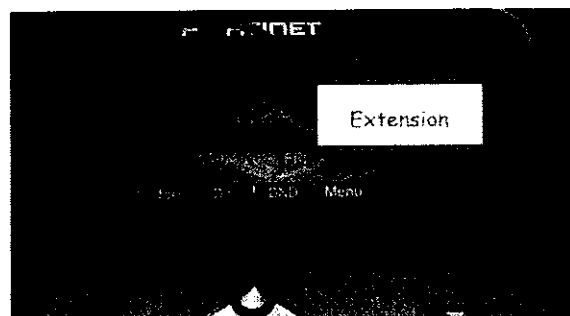
Soft key functions change depending on the current operating condition of the phone.

### SCREEN ICONS

Icons	Descriptions
	Ringer is turned off
	New voicemail
	Missed calls
	New SMS messages
	Do Not Disturb is enabled

## WHAT IS MY EXTENSION?

- Your **EXTENSION NUMBER** is located at the **top left corner** of the LCD screen. You will see your **name** and **EXTENSION** scroll across the LCD screen.



## CALLING IN CCS (Classroom to Classroom, School to School, Department to Department)

- You must use the **5-digit extension** assigned to the phone.

## TO CALL AN EXTENSION Classroom to Classroom, School to School, Department to Department

- Dial the **EXTENSION** number and press **#**

## CALL AN OUTSIDE NUMBER

- Press **9** then dial the phone number and press **#**

## PLACING CALLER ON HOLD

- Press **HOLD**. You can now hang up or answer another call without disconnecting the caller.
- Press **RESUME** to retrieve the caller

## TRANSFER A CALL TO ANOTHER EXTENSION

- Press the **XFER** softkey or Transfer button
- Dial the extension to whom you wish to transfer
- Press the **XFER** softkey or Transfer button

## SETUP VOICEMAIL

1. On the phone press **ⓧ**
2. When prompted, enter a password, record a greeting and record your name  
**The password is site/school code then 123**
3. Change Personal Options **0** (greetings, password, remote notification options)

## CHECKING VOICEMAIL

1. On the phone press **ⓧ**
2. When prompted, enter your password and press **#**
3. Choose the option the matches the type of message you wish to access (new/used)

## MESSAGE PLAYBACK CONTROLS

- |                                  |  |
|----------------------------------|--|
| • Go the first message <b>1</b>  | • Play Next Message <b>6</b> Delete message <b>7</b> |
| • Restart <b>2</b>               | • Forward Message <b>8</b>                           |
| • Go to End <b>3</b>             | • Save message <b>9</b>                              |
| • Play Previous message <b>4</b> | • Exit <b>#</b>                                      |

