

# A HOW-TO GUIDE FOR YOUR DESKTOP PHONE.



## **Number Pad:**

- You can use the number pad on your keyboard followed by the **Enter** key or by manually clicking the buttons.

## **Voicemail:**



- This is your voicemail button, found below the keypad.
- All your previous settings work the same and you will not need to rerecord a new greeting.

## **DND (Do Not Disturb):**



- If this is active, your phone will no longer ring and calls will be directly transferred to your voicemail.

## **AC (Auto Conference):**



- This will automatically conference phone calls.

## **AA (Auto Answer):**



- The program will automatically answer an incoming phone call.

## **CONF (Conference):**



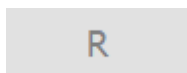
- This is the conference function on your new phone.

## **REC (Record):**



- Creates call recording.

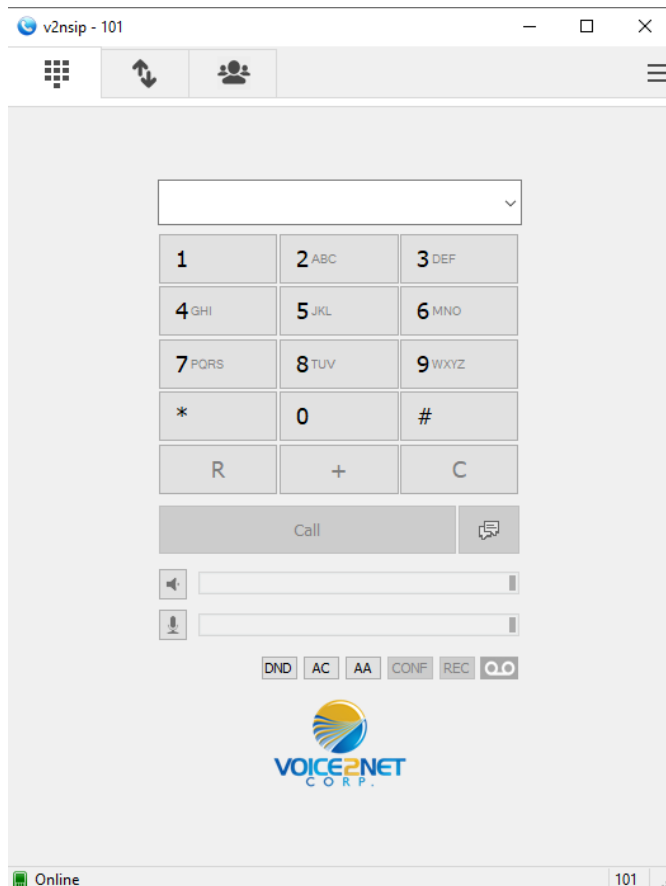
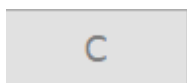
## **R (Redial):**



- Redials the last number called.

## **C (Clear)**

- This clears the number field if you've made a mistake.



## **Call History Tab**

- Displays all calls you've made.
- Right Click to call a number on the list.



## **Contacts Tab:**

- Right-click** allows you to add contacts to this list for ease of access.
- Right-click again and select **Call** to call



## **Voicemail Settings:**

- Setup a new greeting:** Dial your voicemail and press 5. The press 1 to record a new greeting.
- Advanced settings:** Press 5 in your voicemail inbox and the system will list off the options available to you.