

A simple guide on how to operate the telephone system

How To Get An Outside Line

- Pick up your handset
- Dial '9' on your telephone handset
- Then the telephone number you require

How to call Reception

- Pick up your handset
- Dial '0'

Function of the Speaker Key

- Pressing this key allows you to speak to your Caller without picking up the handset

Function of the Mute Key

- Pressing this key allows your caller not to hear your conversation

How to Transfer calls to other Extensions

- Press the Hold key
- Dial the Extension number you require when ringing
- Press the answer/release key to release the call or wait for them to answer and then announce the call

How to Divert calls to a Mobile number

*(Bourne & Southbridge House only,
At Rathbone House and Square please call reception)*

- Press Program on your telephone keypad
- Press Divert
- Enter your password (0000)
- Press All
- Dial '9' and the Mobile no you wish to divert calls to
- Press Done to finish then Program

To Set up Voicemail

- Press Voice
- Press Modify
- Enter password 1234
- Press perm message
- Press change
- Leave your message
- Press Finish

To listen to your Voicemail messages

- On the Display unit will show Voicemail
- Press Voice key on telephone keypad
- Listen
- It will automatically play messages back or say if there are no messages

To Set up Speed Dial

*(Bourne & Southbridge House only,
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- Press Program on the telephone keypad
- Press Speed Dial on the telephone keypad
- Enter your password (0000)
- Press button 1-8 on side of telephone keypad to store telephone number
- Enter telephone number you wish to save
- Press Done on display unit

Conference Calls

- When you have a call and you want to talk to another caller
- Press Hold on telephone keypad
- Dial '9' and then the number you require
- When they have answered the call
- Press Conference on the Display unit
- To go to either caller
- Press Split on the Display unit