

### Basic Usage

#### 1. To Dial Out

Lift handset, dial 9+ the number

#### 2. To Call a Co-worker

Lift handset, dial EXT.

#### 3. To Answer Calls

Lift handset, or hit *ANSWER* soft key on screen

or

Press *TO VM* soft key to send incoming call to VM

#### 4. To Transfer Calls

Normal transfer (no screening)

Press *TRANSFER* button, dial EXT. of co-worker, hang up.

Consulting transfer (screen call)

Press *TRANSFER* button, dial EXT. of coworker, choose *CONSULT* soft key on screen. When co-worker answers, hang up or press *YES* soft key to send call, press *CANCEL* to pick call back up

To VM

Press *TRANSFER* button, dial EXT. of co-worker, choose *MORE* soft key, then choose *TO MB* soft key, hang up

#### 5. To Intercom/Whisper Page

Press the *INTERCOM* key (above *HOLD*) and dial the EXT number you would like to intercom, select the soft key under *INTCOM* on the display, speak

To Whisper Page, press the *INTERCOM* key and dial the EXT number you would like to whisper through too, select the soft key under *WHISPR* on the display, speak

#### 6. To Park/Un-park a Call

Park: While actively on a call press the *PARK* soft key on the display, enter the EXT number of the phone of where you would like to park the call, press the *PARK* soft key again

Un-park: While your phone is idle, press the *UNPARK* soft key on the display, enter the EXT number of the phone where you would like to un-park the call from, select call you wish to un-park if more than one call is available and press *UNPARK* soft key again

#### 7. To Mute Yourself

Press the *MUTE* key (directly above the speaker phone key, microphone with a slash through hit) while actively on a call, key will go red, to turn off simply press the key again. Will work with handset, speaker phone, and headset

#### 8. Conference Calling

Call or answer first person, put call on hold using bottom right *HOLD* button.

Call or answer second person

Press *JOIN* soft key to conference your lines together

From here, *SHOW* soft key will show who is on the conference call, then *DROP* soft key will allow you to drop a specific caller

### 9. Directory

Press *DIRECTORY* button

You can scroll or search by name. (By first name or last name)

To search by name, simply use the dial pad to tell the system what letters you are looking for. You do not have to press the same key multiple times to get a letter like old fashioned text messaging. Simply press the button that has the letter and move to the next letter.

When you have the name you want highlighted, simply lift the handset and you will call that person

### 10. Redial

Press *REDIAL* button

Will show last 20 calls, to, from, and/or missed.

Select number on screen, lift handset to dial out.

(system will insert 9+1 for outbound calling)

### 11. VOICEMAIL

First time you check voicemail at your phone, system will ask for a password, the default password is 1234. Once you enter the code, the system will play a "new mailbox" tutorial, and will step you through changing security code, and recording your mailbox name.

If you want to put on a specific greeting, while in voicemail press 7 for options, then 1 to record the greeting.

<b>Press 1</b>	<b>To Listen to Messages</b>
<b>Press 2</b>	<b>To Send a Message</b>
<b>Press 3</b>	<b>To Listen to Saved Messages</b>
<b>Press 7</b>	<b>For Mailbox Options</b>
<i>Press 1</i>	<i>Record Greeting</i>
<i>Press 2</i>	<i>Set Call Handling Mode</i>
<i>Press 3</i>	<i>Re-Assign EXT</i>
<i>Press 4</i>	<i>Set Password</i>
<i>Press 5</i>	<i>Enable Envelope Info</i>
<i>Press 6</i>	<i>Record Name</i>

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