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Voice Mail Page 16

Voice Mail Set up for the first time

1. Dial **2000**(this is the voicemails extension number, then press "*", then enter your phones ext # (this is your mailbox number and your default password)
2. The voice mail will ask you to set up your new password.
3. You will then follow the prompts to record your name. When you are finished recording your name, Press "#" to confirm or listen to the options.
4. you will then hear the "new user message".
5. Remember: for help press "0"any time you are at a menu,
6. Do not hang up
7. You now need to change your personal options: Press "4"for the Personal Options Menu.
8. To record your personal greeting: Press "1"
9. Select your **primary** greeting: press "1".
10. You will be asked to record your primary greeting. Please use standard greeting:

"You've reached the voice mail box for

_____ . I'm sorry I missed your call.

Please leave a message and I will return your call as soon as possible. If you would like to return to the operator, press zero now. Thank you and have a great day."

11. Press "#" to confirm
12. Good Job, you may now hang up!

To Pick up Messages:

-If flashing, lift handset, press "MSG" button, continue with prompts.

-If **no** Flashing light on "MSG" button Dial "2000", (you will hear the main menu)then"*", enter your mailbox number, then your password followed by "#".

To Pick up Messages Remotely: Dial the main phone number, Press the "*" key when you hear the auto attendant message, then enter your mailbox number and password.

VoiceMail Extended Options

- Flow Chart
- Delivery Options
- Personal Options
 - Greetings
 - Envelope
- Forward a copy
- Canceling unheard messages page 41
- Retrieving deleted Messages 38
- Group Lists
- Retrieving Messages page 33
- Remote Access- **Dial main #, *, mbx #**

INTERCONNECT SYSTEMS



Inter-tel 5400

Name:

Extension Number:

Password: default is your ext. #

Outgoing Calls

Press unlit "Call" button or "Out Going"

Incoming Calls

Lift the handset or press the blinking "Call" button or "Incoming"

Intercom Calls Page 19

With or without the handset lifted, dial the extension number

To place a **"non-handsfree"** call that will ring to the other endpoint until answered: Press # before dialing the extension number.

If no answer:

- To leave a **Station Message** that-rings back to your phone press "MSG" than hang up
- To leave a **VM Message** press "MSG" and wait for message center.

Paging: Press "Page" and then the zone number (0-All, 1- Admin, 2- Sales/Marketing 3-Shipping,4-manufacturing.)

Conference Calls

- 1-Place your first call-connect
- 2-Press "CNF"
- 3Place outside call or dial extension-connect
- 4 Press "CNF"
- 5 REPEAT for more calls (up to 4 including you)
- 6 Press "CNF" one last time to bring all call together.

Transfer Calls Page 25

To another extension:

1): "Trans", EXT, Wait for answer, announce call hang up, call immediately engaged

2) Trans, EXT, hang up

3) Orbit=Trans, EXT, hold

to pick up the call: press "oc" "4" then the extension number. Think: "special for you"

Transfer to Voicemail (directly)

Press Trans, "2000", then the Extension number of the desired mailbox.

Speed Dial

Press the "SYS SPDL" button then the speed dial three digit number.

Speed Dial Programming page 57

Dial code "∞" **383** choose a location

0-9,Enter the name (see manual, you may skip this step)

Press #, enter the number, press # to save

Call Waiting Tone: you will hear a single tone and a button is flashing. page 22

Group Listen "∞" 312 Page 31

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Voice Mail Extended Options

Flow Chart

Delivery Options

Personal Options

Greetings

Envelope

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Canceling unheard messages page 41

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Record a call Code 385

Retrieving Messages page 33

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Paging: Press **"Page"** and then the zone number (0-All, 1- Service, 2- Sales)

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Direct Dial Extension page 62

Directory: page 68 code 307

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Group Listen "∞" 312 Page 31