

USER GUIDE

CUSTOMER NAME

Spectralink Phone



**6160 Golden Hills Drive
Golden Valley, MN 55416
763-745-8000**

ANSWER AN INCOMING CALL:

- Press the **START** button of ringing telephone

 **Outside call:** Single Long Tone

 **Internal call:** Two Short Tones

PLACE AN OUTGOING CALL:

- Press **START** button and dial *outside access code* - 8
- Dial number you wish to call

PLACE AN INTERNAL CALL:

- Press **START**
- Dial *extension number*

PLACE A CALL ON HOLD:

- With call on the line, press **HOLD**
- Press **END** or place another call

RETRIEVE A CALL ON HOLD:

- Press the **START** button
- Press **LINE** and the flashing line number

TRANSFER A CALL:

- Press **FCN 8** and dial the extension to transfer to
- Announce call if desired
- Press **END**

NOTE: Press **HOLD** before hanging up to place call on hold at remote extension

PICK UP A CALL:

- Press **FCN**
- Press **#>**
- Press 4

Dial *extension number* of telephone where call is ringing or holding

DO-NOT-DISTURB:

- Press **FCN** button
- Press **#>**
- Press **3 7 2**

TO CANCEL DND:

- Press **FCN** button
- Press **#>**
- Press **3 7 2**

CONFERENCE CALLS:

- With first party on the line, press **FCN** button
- Press **#>**
- Press **5**
- Dial second party
- To connect all parties press **FCN, #>, 5**

ADJUST VOLUME: (can adjust handset, speaker, or ring)

- Press and hold **FCN**
- Press **0**, then press desired volume level **1-8**

SELECTING RING TYPE

- Press and hold **FCN**
- Press **#>** repeatedly until ring type appears
- Press **0**
- Press **#>** until desired ring type appears
- Press **0**

FORWARD YOUR TELEPHONE:

- Press **FCN** button
- Press **#>**, then press **3 5 5**
- Dial extension number of phone where you want to forward your calls

CANCEL FORWARDING:

- Press **FCN** button
- Press **#>**, then press **3 5 5**

DIALING 911:

- Press **START**
- In case of emergency, dial **911**
The main phone will be notified of who dialed **911** and emergency personnel will be dispatched

AXXESS SETTING UP YOUR VOICE MAIL BOX

Dial _____

Press * , then dial **your extension number**

attendant will ask you to **“Enter your password”**

Enter your extension number again and press #

If the attendant says it is incorrect, press #

The voice mail system will:

- 1. Prompt you to change your password;*
- 2. Prompt you to record your name;*
- 3. Go through a tutorial which ends with "Your mailbox is now fully set-up. You have ____ new messages."*

Press **4** for mailbox options

Press **1** to record greeting

Press **1** for primary greeting

Say your greeting (see examples below), then press #

Press **1** to replay your recording

Press # to save your recording

SAMPLE GREETING:

You have reached the voice mailbox of _____.

I'm sorry I cannot take your call at this time. Please leave your name and number, and I will return your call as soon as possible.

VOICE MAIL

TO ACCESS VOICE MAIL (if message light is on):

- Dial _____
- Press * and enter extension number
- Enter password and press #

TO ACCESS VOICE MAIL (if away from office):

- Call ___ __ - ___ __
 - When system answers, press * and enter extension number
 - Enter password and press #
-

MAIN MENU

- 1 = Listen to new messages
- 2 = Send a message to a co-worker
- 3 = Listen to saved messages
- 4 = Mailbox options (greetings, envelope, etc.)
- 5 = Message options (cancel message, undelete)

1 or 3 Listening to new or old messages:

While message is playing:

- 1 = Back up
- 2 = Pause
- 3 = Move forward
- 4 = Lower the volume
- 5 = Play the envelope
- 6 = Increase the volume
- 7 = Save the message**
- 9 = Delete the message**
- # = Skip to the end

After message has played:

- 1 = Replay the message
- 2 = Reply
- 3 = Forward a copy
- 4 = Listen to previous
- 5 = Play the envelope
- 6 = Listen to next
- 7 = Save the message**
- 9 = Delete the message**

2 Send a Message:

- Enter mailbox number and press #
- Record your message
- Hang up or press # for further options:
 - 1 = Replay your message
 - 2 = Add to your message
 - 3 = Erase your message and start over
 - * = Cancel
 - # = Send message
 - 9 = Delivery options
 - 1 = Private
 - 2 = Certified
 - 3 = Priority
 - # # = copy to another mailbox

4 Personal Options:

- 1 = Record greetings
 - 1 = Primary greeting
 - 2 = Alternate greeting
 - 3 = System greeting
- 2 = Record Directory Name
- 3 = Record Password
- 4 = Change Envelope Settings
 - 1 = Time and Date (On/Off Toggle)
 - 2 = Message Source (On/Off Toggle)
 - 3 = Message Length (On/Off Toggle)
 - 4 = All Options ON
 - 5 = All Options OFF

5 Message Options:

- 1 = Cancel message left for someone else
- 2 = Recover deleted messages

