managedIP HOSTED

Quick Start

CALL HANDLING

TO ANSWER A CALL
- Pick up handset or
- Press **Answer** soft key or
- Press the speakerphone hard key

TO ANSWER WHEN ON AN ACTIVE CALL
- Select the call
- Press **Answer** soft key
- First caller will be put on hold

TO PLACE A CALL
- Dial number, pick up handset or
- Dial number, press
  Green Phone or **Dial** soft key or
- Pick up handset, dial number, press
  Green Phone or **Send** soft key

TO PLACE A CALL ON HOLD
AND RESUME THE CALL
- Press the **Hold** soft key
- Press the **Resume** soft key

TO PARK A CALL
- Press **Park** soft key
- Dial **extension** to park the call
- Press **Enter** soft key

TO RETRIEVE A PARKED CALL
- Press **Retrieve** soft key
- Dial **extension** call is parked against
- Press **Enter** soft key

CONFERENCE

TO PLACE A CONFERENCE CALL
- Press **Confrnc** soft key
- Dial 2nd number, press
  Green Phone or **Send** soft key
- Press **Confrnc** (when 3rd party answers)

✓ **NOTE:** If the soft key is not shown on your display, press the **More** soft key to locate additional options.

TRANSFER

TO PLACE A CONSULTATIVE/WARM TRANSFER
- Press **Transfer** soft key
- Dial 2nd number, press
  Green Phone or **Send** soft key
- Announce the caller
- Press '**Transfer**' soft key

TO PLACE A BLIND TRANSFER
- Press **Transfer** soft key
- Select **Blind** in new window
- Dial second number, press
  Green Phone or **Send** soft key

TO TRANSFER DIRECTLY TO VOICEMAIL
- Press the **VM Xfer** soft key
- Dial the Extension
- Press the **Enter** soft key

VOICE MESSAGE RETRIEVAL

TO RETRIEVE A VOICE MESSAGE
- Press **Envelope** soft/hard key, follow menu below

Play Message	1
# Save 6 Jump to End 1 Rewind 7 Delete Individual Message 2 Pause/Resume 9 Additional Options 3 Skip Forward 1 Reply to Message 4 Jump to Beginning 2 Forward Message 5 Play Message Envelope	
Change Busy Greeting	2
Change No Answer Greeting	3
Compose Message	5
Delete All Messages	7
Return to Previous Menu	*
Repeat Menu	#

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