



*TELEPHONE USER  
GUIDE*





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## BASIC INSTRUCTION:


### TO MAKE AN INTERNAL CALL:

1. To make a handset call, lift handset
  2. Dial 4-digit extension number
- OR-
1. To make a speakerphone or headset call, leave handset down
  2. Press  Speaker or  Headset
  3. Dial 4-digit extension number

### TO RESPOND TO AN INCOMING CALL:

1. Hear ringing
2. Lift handset or press the  Speaker button


### TO MAKE AN OUTGOING CALL:

1. Lift handset or press the  Speaker button.
2. Dial , plus the telephone number

### TO PUT A CALL ON HOLD:

1. Press the HOLD button
2. Hang up

### TO RETRIEVE A CALL ON HOLD:

1. Lift handset or press the  Speaker button.
2. Press the blinking LINE button or press the HOLD button.

### TO TRANSFER A CALL:

1. While connected to the call, press the sft Trans button
2. Dial the extension number
3. Hang up

To announce a call: press the sft TRANSFER button, then the NORMAL button, announce the call and hang up. The caller will be connected.

*NOTE: To reconnect to the caller, press the sft CANCEL button.*

### TO TRANSFER A CALL DIRECTLY TO VOICEMAIL:

1. While connected to the call, press the sft Trans button
2. Dial 4 plus the desired extension number and hang up.

**TO PUT A CALL ON HOLD USING THE PAGE Q:**


1. While connected to the call, press sft Trans button
2. Dial available Page Q Code (6060, 6061, 6062, etc.)

**TO RETRIEVE A CALL HELD IN PAGE Q:**

1. Dial announced Page Q Code (6060, 6061, 6062, etc.)
2. Press DIAL button

**MIC/MUTE:****To turn off the microphone during a call:**

1. Press the MIC/MUTE button

Note: This feature mutes  your voice on either a speaker or handset call

**To return to two-way conversation:**

1. Press the lit MIC/MUTE button

**CONFERENCE CALLS:**

For use with 2 outside parties and 1 internal party; or 2 internal parties and 1 outside party

1. Call the first party
2. Press the sft CONF button (displays when phone is picked up)
3. Dial the extension number or the , +outside number of the second party
4. Press the DIAL button
5. Announce the conference call
5. Press the sft CONF button again, all three parties are now connected

**DO NOT DISTURB**

To engage the do not disturb feature:

1. Select menu
2. Select 1 for features
3. Select 2 for do not disturb
4. Press 1 to enable and disable the DND features
5. Select menu to return to the home screen

Notes:

Placing the conference call in hold will place the other parties on hold.

Pressing the sft SPILT button will split the conference into two separate calls on hold.

**SPEED DIALING:**

Speed Dials are saved numbers from the call list

To Save a Speed Dial Number:

1. Press Menu button
2. Dial 1 and 5
3. Select received or placed
4. Arrow to select call press checkmark then save

To use a Speed Dial number:

- 1 Press Menu button
- 2 Dial 1 and 6
- 3 Arrow to highlight the number you wish to dial
- 4 Press Dial to call.

**CALL FORWARD ALL:**

*All calls ringing to your phone will be sent to another destination*

To Activate:

1. Press the sft MORE button
3. Dial destination's extension number or 8 + the outside number
4. Press sft ENTER button

To Deactivate:

1. Press and continue to press the sft MORE button until you reach the sft FWDOFF button
2. Press FWDOFF

**VOLUME/RING ADJUSTMENTS:****Speaker, Handset, and Headset: Volumes:**

1. Press the keys to increase/decrease volumes in the active mode.

**Ring Volume:**

1. Leave phone in idle mode
2. Press the keys to increase/decrease ring volume

**Ring Type:**

1. Press MENU button
2. Scroll down to reach 3Setting
3. Press checkmark to Select
4. Press checkmark to select 1 Basic
5. Scroll down to 4 RingType
6. Press checkmark to select 4 RingType
7. Scroll up and down to play/select ring type
8. Press MENU button to exit

**CALL LISTS:****TO SCROLL (AND DIAL OUT) THROUGH YOUR RECEIVED CALL LIST:**

1. From idle phone, press up arrow button
2. Scroll through list by pressing down or up buttons.
3. Select a call and press the DIAL button to out-dial the number

OR

3. Press MENU button **twice** to exit

**REDIAL:****TO SCROLL (REDIAL) THROUGH YOUR PLACED CALL LIST:**

1. From idle phone, press down arrow button
2. Scroll through list by pressing down or up buttons
3. Select a call and press the DIAL but- ton to out-dial the number


OR

3. Press MENU button **twice** to exit

**TO DELETE A CALL LIST FROM THE TELEPHONE DISPLAY**

1. Press the *callers* softkey
2. Press the center button to select the caller-press the *delete* softkey

**RETRIEVE DATE/TIME OF CALLS IN CALL LIST**

1. Select *callers* softkey
2. Press the right arrow
3. Select *info* softkey
4. Press the down arrow for date/time 

**To delete your missed messages from the display**

1. With the handset down, press the callers sft key
2. Press the left arrow key, calls will be deleted from the display

**Call Pickup Group**

1. Lift handset or press Speaker button.
2. Dial 66.

**Call Pickup Directed**

1. Lift handset or press Speaker button.
2. Dial 67 and the extension number that is ringing.

## T-3 VOICEMAIL:

### TO ACCESS YOUR VOICEMAIL:

#### From Your Desk:

Press sft VMail button

#### From another system telephone:

1. Dial 4+ your voicemail box number
2. Press # (Pound) when your mailbox greeting plays
3. Enter password

#### From outside the office:

1. Dial 541-956-7500
2. Press # (Pound) when the Main Greeting plays
3. Enter your mailbox and password

OR

1. Dial your DID number
2. Press # (Pound) when you hear your greeting
3. Enter you password

*THE FIRST TIME YOU ACCESS YOUR MAILBOX, A TUTORIAL HELPS YOU RECORD A PERSONAL PASSWORD, YOUR MAILBOX NAME, AND YOUR GREETING*

*The default password is 0000*

*\* (Star) is universal throughout the system to cancel selection and to go back one step.*



**TO CHANGE MAILBOX SET UP OPTIONS:**

**TO CHANGE GREETINGS:**

1. Enter your mailbox
2. From your Main Menu, press 4 for Personal Options
3. Press 3 for recording Greetings
4. Press 1 to Change Personal Greeting
5. To select the Standard greeting, press 1

-OR-

5. To record a Personal greeting, press 2  
    To record a "no-answer" greeting, press 1  
    To record a "busy" greeting, press 2

**TO CHANGE PASSWORD:**

1. Enter your mailbox
2. From the Main Menu, press 4 for Personal Options
3. Press 2 for Administrative Options
4. Press 1 to enter a new password
  - A. Enter password (4 digits)
  - B. Enter the new password again

**TO CHANGE NAME:**

1. Enter your mailbox
2. From the Main Menu, press 4 for Personal Options
3. Press 3 for Recording Greetings
4. Press 3 to record your name
5. Record your name, press any key
6. Press # to accept

**TO RETRIEVE YOUR MESSAGES:**

1. Enter your mailbox
2. Hear "X New Messages, X Saved Messages"
3. Messages automatically start to play
4. Note: If you do not have any new messages, you will hear the prompt "You have X Saved Messages. To listen to your messages, press 1." After pressing 1, you will hear "To Listen to your saved messages, press 2, to listen to undelete messages, press 7, or for Message Count press 9"

**TO SAVE/DELETE A MESSAGE:**

1. While listening to the message
2. Press 9 to archive the message

-OR-

2. Press 7 to delete the message

Note: Dial 33 to skip to the end of the message.

**TO LEAVE A MESSAGE AT A PHONE:**

Ring phone first:

1. Dial desired extension number. Leave message at the prompt.

Bypass ringing phone:

1. Dial 4 + extension number. Leave message at the prompt

-OR-

1. Enter your mailbox
2. From the Main Menu, press 2 to make a New Message
3. Record your message, press any key to stop recording
4. Enter a mailbox extension number
5. Press # (pound) to Send
6. Hang up

NOTE: Press \* (star) to bypass listening to greeting

**TO TRANSFER A CALL DIRECTLY TO AN EXTENSION'S VOICEMAIL:**

1. While connected to the call
2. Press sft Trans
3. Dial 4 + extension number
4. Hang up