




Phones Quick Start Guide


Placing Calls

- Lift receiver or press speakerphone button 
- Dial a 4-digit extension or an outside number. **There is no need to dial an 8 or 9**
- **After dialing, wait 4 seconds or press the Send key below the LCD screen and the call will be placed**


Transferring a Call

- While on call, press Transfer Button 
- Dial the extension of the person who should receive the call (or press * and extension to transfer directly to voicemail)
- Press the transfer button again 

Placing a Call on Hold

- While on a call, press the hold button below the LCD screen (T23G) or the hold button in lower right corner of the phone (T27G/T46s) 
- Press hold or 'Resume' button to resume call

Volume

- There is a volume adjust rocker button on the bottom of the phone 
- Volume can be changes the volume in the context of the current phone activity

Phone Activity	Adj Volume Change
On a call - handset	volume in handset
On a call - speakerphone	volume of phone speaker
Incoming call	volume of ringer
No activity	volume of ringer

Directory

- Press the 'Dir' or 'Directory' button below the phone's LCD Screen
- Press the 'Search' key below the LCD screen
- The number keypad is used to enter letters. There are 3-4 letters per key. To access the first letter, press the button once; to access the second letter, press the button twice, etc. For example, to enter 'TH' as a search, press 8 once and 4 twice.

Checking Voicemail

- To call for voicemail, press the 'Message' button on the right side of the phone
- Enter password (default is 12345678)
- Press 1 to check new messages
- Enter 7 to delete messages

Changing Voicemail Password

- Call voicemail and enter password
- Press 0 for Mailbox Options
- Press 5 to change password
- Enter password followed by #
- Enter password again followed by #

Changing Voicemail Name/Greeting

- Call voicemail
- Press 0 to enter settings
- Press 1 to record unavailable message
 - After tone, greeting recording will start
 - Press # to end recording
 - Press 1 to accept recording, 2 to listen to recording, 3 to re-record
- Press 3 to record Name
 - After tone, greeting recording will start
 - Press # to end recording
 - Press 1 to accept recording, 2 to listen to recording, 3 to re-record

Speed Dial Setup

- Press and hold a 'soft key' (to left or right of LCD screen)
- Press right-arrow key, field will change to 'Speedial'
- Press the down arrow twice to highlight the 'Label' field and enter an extension or a name
 - to change between numbers and letters on the keypad, press the '123' or 'abc' button below the LCD screen
- Press the down arrow once more to highlight the 'Value' field and enter an extension number

Call History

- Press the 'History' button below the LCD Screen
 - Arrows pointing down or lower right are answered calls
 - Arrows bouncing are missed calls
 - Arrows pointing up or upper right are outgoing