

Change digital phone greeting:

- Dial 8000
- Your Password #
- Press 4
- Press 3
- Press 2
- Press 1

Change recorded name:

- Dial 8000
- Password #
- Press 4
- Press 3, follow prompts

Change phone greeting remotely:

- Dial 610-902-8000
- Press #
- Mailbox number (extension)
- Password
- Press 4
- Press 3
- Press 1
- Press 2
- Press 1

Listen to voicemail at another extension

- Dial 8000
- Press *
- Extension number
- Password

Listen to voicemail remotely

- Dial 610-902-8000
- Press #
- Mailbox number (extension)
- Password
- Follow prompts to listen to messages:

If digital phone becomes locked:

- Go to Menu (Left icon on phone display)
- Press lock
- Dial 0000
- Press Apply

Transfer a caller

- With call on the line (do NOT put on hold), press transfer key
- Dial number you wish to transfer to
- The initial call will show as a musical note when you are connected to the 2nd call
- Calls can be toggled back and forth – either call can be intentionally disconnected at any time
- Press transfer key – initial call will be connected to 2nd call

Transfer a caller directly into another voicemail/mailbox

- Press transfer key
- Enter the extension number
- Press the number 8
- The call will go directly into voicemail

Forward calls:

- *60 and extension number you want calls forwarded to
- *64 to cancel forwarding

Personal directory/speed dial

- To add name/extension
- Choose Menu (left icon on phone display)
- Settings
- Set
- Key program, push button for main page
- Scroll silver round navigator until open button
- Press speed dial, enter the extension or phone number
- Arrow down to silver navigator to label the number
- Press Apply

To delete directory name/extension speed dial

- Push button that you want to remove and then press delete

Set Key for Cell Forwarding

1. Menu
2. Setting
3. Set
4. Key Program
5. Main Page
6. Select Key
7. Speed Dial
8. *60 9(phone number)
9. Apply

To Set a Speed Dial on an Unprogrammed (blank) Key

In the following order, press soft white key corresponding to:

- Blank key
- Speed Dial
- Enter information
- Apply

Edit or Delete Speed Dial Keys

Go to MENU tab (*using silver navigator arrows*)

In the following order, press the soft white key corresponding to:

- Settings
- Set
- Key Program
- Main Page
- Speed dial name/number to be changed or deleted
- Delete or Modify
- Makes changes then hit apply