

# Quick Start Guide for Users

	Connect and Activate Your Phone	Customize Your Phone and User Features	Change Your Password	Set Up Your Call Coverage	Set Up Your Voice Mail	Access Voice Mail Remotely
<b>Need</b>	Phone and Power Cord Ethernet Cable Your Extension and PIN	A Web browser Website address Your Extension and PIN	A Web browser Website address Your Extension and PIN	A Web browser Website address Your Extension and PIN	Access to your activated phone.	Your phone number or extension Voice mail password
<b>Steps</b>	<ol style="list-style-type: none"> <li>1. Disconnect your computer from the LAN.</li> <li>2. Connect the Ethernet cable to the LAN, and to the phone port</li> <li>3. Connect the computer to the port labeled PC.</li> <li>4. Connect the power cord (if needed) to the phone, and plug into a power outlet.</li> <li>5. When the phone boots up, press the "Activate" button.</li> <li>6. Enter your extension and PIN.</li> <li>7. Press the "Enter" button.</li> </ol> <p>Your phone is now active.</p>	<ol style="list-style-type: none"> <li>1. In a browser, enter website address.</li> <li>2. Login with your extension and PIN.</li> <li>3. The User window appears.</li> <li>4. Select My Settings on the left- hand frame to see the user actions available to you.</li> </ol> <p>You may now customize your personal settings.</p>	<ol style="list-style-type: none"> <li>1. Select "My Settings."</li> <li>2. From the menu appearing in the main frame, select "Change my PIN."</li> <li>3. A window will pop up. Follow the on-screen instructions.</li> <li>4. Save your changes.</li> </ol> <p>Your new PIN is now active for both web access and phone login.</p>	<ol style="list-style-type: none"> <li>1. Select "My Settings."</li> <li>2. From the menu appearing in the main frame, select "View and edit Call Coverage options."</li> <li>3. The main frame will present you with the call coverage options. Follow the on-screen instructions.</li> <li>4. Save your changes.</li> </ol> <p>Your Call Coverage is now set.</p>	<ol style="list-style-type: none"> <li>1. Press the Message button on your set.</li> <li>2. Follow the spoken instructions to set up your voice mail pass code and your greetings.</li> </ol> <p>Your Voicemail is now set up.</p> <p>See other side for additional details.</p>	<ol style="list-style-type: none"> <li>1. Call your own phone and wait to be transferred to voice mail.</li> <li>2. Wait for your greeting to start, then press the * key.</li> <li>3. When prompted, enter your pass code.</li> <li>4. Follow the voice prompts to retrieve messages.</li> </ol>
<b>Notes</b>	Extension and PIN supplied by email or by your local administrator. Or use your phone's default PIN, which is 1234.	Your local administrator will provide the address to the website.	Use this new PIN the next time you access the web interface.	Call Coverage tells the system how your unanswered calls are to be routed.	Your voice mail box default pass code is 1234.	Voicemail messages may also be retrieved online. Contact your administrator for the URL.

# Quick Start Voicemail Guide

## To Initialize Your Voice Mailbox

1. Dial your own telephone number. (Users press the message button on the phone.)
2. At the prompt, enter your pass code, optionally terminated by #.

## To Access Your Voicemail Remotely\*

1. Dial your own telephone number and wait for the call to cover to voicemail.
2. Interrupt the voicemail greeting with "\*".
3. At the prompt, enter your pass code, optionally terminated by #.

## For First Time Users Who Need to Initialize their Voice Mailbox

1. Access your voicemail as described above.
2. The default pass code is 1234 and should be changed immediately.
3. The voice prompts guide you through setting up your mailbox and changing your pass code.
4. Terminate the recording of your name and your greetings using #.

## Voicemail Menu

After calling into your Voicemail you will be presented with the following options:

- Press 1 Listen to Messages
- Press 2 Send a Message
- Press 3 Place a Call
- Press 9 User Options
- Press \* Disconnect/Hang-up
- Press 0 Help

## Mailbox Options

1. From the Main Menu, press 9.
2. You can then select one of these options:

Press 1 Review and Record Your Name and Greetings

Press 2 Change Your Pass Code or Login Options

Press 3 Change What Information is Played at the Start of Each Message

Press 4 Change Call Answering Options and Select Active Greeting

Press \* Main Menu

Press 0 Help

## Listening to Messages

1. From the Main Menu, press 1.
2. You can then select one of these options:

Press 1 Replay Current Message

Press 2 Save Current Message

Press 3 Delete Current Message

Press 4 Reply to Current Message

Press 5 Forward a Copy of Current Message

Press 6 Message Information

Press 7 Play Previous Message

Press 9 Play Next Message

Press # Message Menu

Press \* Main Menu

Press 0 Help

## Message Navigation

To be used while a message is playing.

Press 7 Rewind

Press 8 Pause

Press 9 Fast Forward

Press # Message Menu

## Send a Message

1. From the Main Menu, press 2.
2. At the prompt, dial an extension or a Voicemail group number, or dial by name.
3. Press # after each destination number. Add as many destinations as you wish. After the last destination number and #, Press # again to begin recording your message.
4. When you have finished recording your message, press #.

Press 1 Send Message

Press 2 Re-Record Message

Press 3 Review Message

Press 4 Mark Message Urgent

Press 5 Add Recipients

Press 6 Mark Message Private

Press # Send

Press \* Cancel, Return to Main Menu

Press 0 Help

## Forwarding a Message

1. While listening to messages, press 5 to forward to another recipient.
2. At the prompt, dial the extension number of the message recipient(s) terminated by #.
3. After the tone, record an introductory message. When you are finished, press #.
4. Press #1 and the message will be forwarded to the recipients.