

Using Your Phone –

Placing A Call – To place a call pick up the handset and

Internal – 4 Digit Extension

Local Call – 9 + 7 Digits

Long Distance – 9 + 1 + 10 Digits

Hold – Putting a call on hold allows you to hang up a line without disconnecting the other party. If you do not retrieve the call after 3 minutes the call will ring your phone.

1. To put a call on hold push the hold button.
2. To pick up a call you placed on hold, pick up the handset and press the flashing line key.

Transfer – This feature allows you to transfer your call to another extension.

1. Press the **Transfer** key (it will say consult on your display).
2. Dial the internal extension number.
3. Once you hear a ring or the other line picks up, press the **Transfer** key again.

Conference – Up to 6 parties can engage in one telephone conversation initiated by you.

1. After you have the first party on the line scroll through the OptiGuide display using the right arrow key (press twice).
2. When you see **Start Conference**, press the **Checkmark** button.
3. Dial the next party.
4. Press the **Checkmark** button to add the third part to the call.
5. To reconnect with the conference if the call is busy or doesn't

Using your Phone Cont. –

Forward – This feature allows you to forward your calls to another extension or voicemail.

1. Pick up the handset.
2. Press the **Forward** button.
3. Dial the extension number that you wish to forward your calls.
4. Hang up. Your line button will flicker rapidly.

To Cancel this feature –

1. Pick up the handset.
2. Press the **Forward** button.
3. Hang up.

Pick-Up – This feature lets you answer calls ringing, on hold, or parked at another extension as long as you know the other extension's number.

1. Pick up the handset.
2. Press the **Pickup** button or press *3 (asterisk plus 3).
3. Dial the number of the ringing extension.

Using Xpressions Messaging (PhoneMail)–

How to Access Xpressions:

1. Press the **PHMAIL** key on your phone or dial extension **2800** (906-635-2800).
2. Dial From your Extension press **#**. From another phone enter your Extension and **#**.
3. Enter your password and press **#**.

****Note: For new mailboxes the temporary password is 123456. This must be changed the first time you log into the system.**

Using Xpressions Messaging Cont.–

How to Change your Password:

1. Press **9** from the main menu to change your mailbox options.
2. Press **3** to change your password.
3. Enter your new password followed by **#**. Your password must be at least 4 digits.

How to Record your Greeting:

1. Press **8** from the Main Menu to change your Answering Options.
2. Press **1** to set greeting.
3. Select the type of Greeting you would like to Change/Record:
 - 1 – Alternative Greeting
 - 2 – Busy Greeting
 - 3 – Internal Callers Greeting
 - 4 – External Callers Greeting
 - 5 – After-Hours Greeting
4. Press **1** to record a new greeting.
5. Begin recording and press the asterisk * plus # when complete.

How to Listen to a Message:

1. Press **3** from the main menu to access the Overview of Messages
2. Press **3** to listen to New Voice Messages.
3. See back for options during the message.
4. Select whether to Delete (press **6**) or Save (press **4**) the message.

****See back for additional Voicemail Shortcuts****