

To park an active call:

1. Dial *700 and listen to the parked call number.

To retrieve a parked call:

1. Dial *700 and dial call parked number.

To transfer an active call to another extension:

1. Press desired extension BLF on phone for blind transfer (sends caller directly to dialed extension).
2. Or Press *2 and 3-digit extension for attended transfer. Press *2 again to complete attended transfer or *1 to return transfer back. (calls extension to allow you to ask if user wants to take the call or not)

To transfer an active call to voicemail:

1. Dial *125 and enter desired extension.

To page all phones:

1. Dial *200 and speak.

To retrieve voicemail:

1. Dial *123 or hit Messages button on phone.

To change your voicemail PIN:

1. Dial *123 or press Messages button on phone.
2. Press 0 for Options.
3. Press 5 for Change Password.

To change voicemail greetings and messages:

1. Dial *123 or press Messages button on phone.
2. Enter voicemail PIN.
3. Press 0 for Mailbox Options. You will then be given the choice of what type of message you want to record.
4. Press 1 to record your Unavailable Message.
5. Press 2 to record your Busy Message.
6. Press 3 to record your name.
7. Press 4 to record your Temporary Greetings.
8. Choose the message that you want to record, press # to finish the record.
9. Press 1 to accept your message.
10. Press 2 to listen to your message.
11. Press 3 to re-record your message if you don't like the previous message.

To record a new IVR/Auto-Attendant Greeting:

Dial *301 and follow the prompts. When finished, email josh@clearlinecomms.com or call 207-558-9911 and we will make the recording active.

Extension list (fill it in)

<u>Extension</u>	<u>User</u>
100	
101	
102	
103	
104	
105	
106	
107	
108	
109	
110	