

Getting Started



Setting Up Your Voicemail

- **From Your Office Phone:** Tap the **Messages** key, then tap the **Connect** soft key.
- When prompted, enter your **10-digit phone number** followed by **#**.
- Follow the automated prompts to record your Name, set your Schedule, and record an "Open" and "Closed" greeting.
- **From Outside of the Office:** Dial the **Voicemail Retrieval** number provided in your Welcome Email. When prompted, enter your **10-digit phone number** followed by **#**; reenter your **10-digit phone number** followed by **#**.
- Follow the automated prompts to record your Name, set your Schedule, and record an "Open" and "Closed" greeting.

Voicemail Passcode

Please record your password here:

Making Calls To:

Phones In Your Office*	Extension Dialing (2-7 digits+#)
Phones In Other Offices	10-Digit Phone Number
Local	10-Digit Phone Number
Long Distance	10-Digit Phone Number
Toll-Free	10-Digit Phone Number
International	011 + Country Code + City Code + Number
Operator*	0
Information**	411
TTY	711
Emergency Services***	911

- * When dialing extensions or numbers less than 10-Digits, you can add a **#** after the number to make the call go through faster.
 ** Information may be restricted on some phones, charges may apply.
 *** Emergency Services are tied to the service address of your phone.

Phone Features

Consultative Transfer

Consultative Transfer allows you to speak to the recipient you are transferring the call to and announce the caller prior to completing the transfer process.

1. While on a call, tap the **Transfer** soft key.
2. Enter the **extension+#** or the **10-digit number+#** on your keypad.
3. When the party answers, announce the call.
4. Tap the **Enter** soft key or hang up to complete your transfer.
5. If they do not answer or you misdial, tap the **Cancel** soft key to release the transfer process and return to the caller. Note that you may have to tap **More** to access **Cancel**.

Note: When transferring in this manner, the caller ID that appears to the recipient of the transfer is the caller ID of the party transferring the call, not the caller ID of the incoming caller.

Blind Transfer

Blind Transfer allows you to transfer a call without speaking to the person you are transferring the caller to.

1. While on a call, **tap and hold down** the **Transfer** soft key.
2. Tap the **Blind** checkbox.
3. Enter the **extension+#** or the **10-digit number** you wish to transfer to.
4. Your transfer is completed.

Note: When transferring in this manner, the caller ID that appears to the recipient of the transfer is the caller ID of the incoming caller.

Transferring a Call to Voicemail

You can transfer callers directly to someone's voicemail and bypass ringing their phone.

1. While on a call, tap the **To Vmail** soft key. Note that the caller will still be on your phone and will be able to hear you should you speak.
2. Dial the recipient's extension and tap the **Enter** soft key.
3. The call will now transfer directly to that individual's voicemail.

Note: When transferring in this manner, the caller ID that registers in the recipient's voicemail is the caller ID of the incoming caller.

Call Park

Call Park allows you to place calls on hold, and then retrieve that call at another phone within your Call Park Group.

To **Park** a call:

1. Press the **Park** soft key.
2. To park the call against your extension, simply press the **#** key, or you can dial any **4-Digit Extension** followed by the **#** key.
3. The call is "parked" on that extension.

To **Retrieve** a call:

1. At dial tone, enter ***88** or press the **Retrieve** soft key.
2. Enter the **4-Digit Extension** followed by the **#** key that you parked the call on.

Making a Conference Call

You can **Conference** up to **15** callers, including yourself.

1. While on a call, tap the **Conference** soft key. The person you are talking to is placed on Hold and you receive a dial tone.
2. Dial the number of the person you want to conference into your call.
3. After you announce the conference, tap the **Conference** soft key again to complete the conference.
4. If they do not answer or do not wish to join the call, tap the **Cancel** soft key to release that party and return to your original caller(s).

Recording

A flash drive port is located on the right hand side of your phone.

1. Insert a flash drive into the USB port which identifies that device.
2. On an active call, tap the **Record** soft key (you may need to tap the **More** soft key to access Record).
3. Tap the **Start** soft key to start recording.
4. At any time during the recording, tap the **Stop** soft key to stop recording.
5. To review a record, tap the **USB icon** at the top left of your touch screen.
6. Tap **Browse Recordings** for a list of recordings.
7. Tap the recording you wish to review and tap **Open** and then tap **Play**.

Call Forwarding

You can **Forward** your phone calls to another extension or a phone outside of the company.

To **Enable** Forwarding:

1. Tap the **Forward** soft key.
2. Choose by tapping from the list of forwarding options: **Always, No Answer, or Busy**.
3. On the keypad, enter the number or extension where you would like to forward your calls and then tap the **Enable** soft key.

To **Disable** Forwarding:

1. To disable, tap the **Forward** soft key, select the forwarding feature you would like to disable by tapping that forwarding option.
2. Tap the **Disable** soft key to remove forwarding.

Using Call Logs

Your phone retains a list of call logs that you can access from your phone in three different manners. Tap the **Callers** soft key; tap the **Menu** button, then tap **Features** and tap **Call Lists** on the color touch screen; or press the left/right and down Navigation keys to access **Placed, Missed** and **Received** call logs.

Once your calls logs have been accessed, tap the desired call log to **Dial, Edit, Delete** or **Save** an entry.

All call logs retain records for 60 days.

You can also access more detailed call logs from your Outlook toolbar and via your Hosted VoIP web portal, referenced at the bottom of this page.

Speed Dial 100

Speed Dial 100 allows you to program up to 100 contacts using 2-digit codes 00 through 99.

- At a dial tone, enter ***75** followed by the **2-Digit Speed Dial Code** you'd like program, followed by the **10-digit phone number**.
- To use a Speed Dial code, while the **phone is on-hook** (no dial tone), enter **# + 2-Digit Speed Dial Code**, then lift up the handset or press the handsfree button. **Example:** Do not establish dial tone, dial **#+xx** and lift the handset; **xx** = the 2-digit code you want to dial.

Do Not Disturb (DND)

Do Not Disturb (DND) will send all of your callers directly to voicemail.

To **Activate DND**:

- Tap the **Do Not Disturb** hard key.
- An **"X"** will flash next to your extension to confirm activation of DND.

To **Deactivate DND**:

- Tap the **Do Not Disturb** hard key again.
- A phone icon will display next to your extension to confirm deactivation of DND.

Voicemail

Retrieving Voicemails

Three Ways to Access

- **From Your Office Phone:**
Tap the **Messages** key, then tap the **Connect** soft key.
When prompted, enter your Voicemail **Passcode**, followed by **#**.
- **From Outside the Office*:**
Dial your Voicemail Retrieval number.
When prompted, enter your 10-digit phone number followed by **#**.
Reenter your 10-Digit Phone Number, followed by **#**.
- **By Calling Your Direct Dial Number:**
During your greeting, press **7**.
Enter your Voicemail Passcode, followed by **#**.

Note: **You can save a contact in your cell phone to automatically log you in by adding a contact with the **Voicemail Retrieval** phone number <pause> [10-digit number] # <pause> [password] #.*

Voicemail Shortcuts

Play Message Menu	While a Message is Playing
11 .. Check Unheard Messages	1 Repeat Message
1 Listen to Messages	2 Pause/Resume
2 Send Messages	3 Skip to End
4 Mailbox Options	4 Slow Down
* Disconnect	5 Message Details
0 More Options	6 Speed Up
	7 Delete Message
	9 Save Message
	* Return to Previous Menu
	# Skip Message
	88 .. Call Sender

Web Portal



















Login Information

Web Address: <http://centurylink.com/voip> (make this link a favorite)
Username: Indicated on Welcome Email from your administrator
Password: Indicated on Welcome Email from your administrator

New Web Portal Password

Please record your password here:

Phone Icons (sampling)

	Active call without Polycom HD Voice		Line Key (shared and registered)
	Active audio call with Polycom HD Voice		Messages
	Call (audio only)		Missed Calls
	Call (video)		Mute
	Call on hold		Speakerphone
	Do Not Disturb		Speed Dial Key
	Handset		USB flash drive attached
	Headset		Video stopped
	Line Key (private and registered)		Video stopped and muted