



- 1 Display
- 2 Ring/Message Indicator
- 3 Volume, Speaker/Mute Controls
- 4 Fixed-Function Keys
- 5 Key Pad
- 6 Page Navigation Keys
- 7 Personal Keys
- 8 Speaker
- 9 Handset

- SPEAKER
- MUTE
- SUPERKEY
- CANCEL
- REDIAL
- HOLD
- TRANSFER / CONFERENCE
- MESSAGE

Making a Call

- 9 Lift the handset OR
- 3 Press .
- 5 Dial the desired number OR
- 7 Press a Speed Call key OR
- 4 Press , or
- 5 Dial the prefix for external calls (e.g. 9) and the number.

Answering a Call

- 9 Lift the handset OR
- 3 Press and begin speaking.

Ending a Call

- 4 Press OR
- 9 Replace the handset.

Placing a Call on Hold

- 4 Press . The line key flashes.
- 9 Replace the handset if necessary.

Retrieving a Call from Hold

- 9 Lift the handset OR
- 3 Press .
- 7 Press the key with the flashing indicator.

Retrieving a Message

- 4 Press . It flashes when a message is waiting.
- Follow the voice mail prompts to retrieve your message.

Transferring a Call

- 4 Press .
- 5 Dial the desired number.
- 9 Hang up OR wait for the called party to answer, announce the transfer, and then hang up.

Conferencing Calls

- 4 Press .
- 5 Dial the number of the next party. Wait for an answer.
- 4 Press .

Programming a Speed Call

- 4 Press Settings OR .
- Press Programmable Keys.
- Press the key you wish to program.
- Press Speed Call.
- Press Edit Label and enter the label for the Speed Call.
- Press Save.
- Press Edit Number and enter the phone number for the Speed Call.
- Press Save, and then press Save again.
- Press Close, and then press Close again.

Adjust Volume Levels

- Adjust ringer volume while the phone is ringing.
- Adjust handset or speaker volume while using the handset or speaker.
- 3 Press repeatedly to raise the volume
- OR repeatedly to lower the volume.
- 3 Press to mute your microphone.



it's about YOU

Data Mobility Voice Helpdesk 1300-731-123

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Voice Mail User Guide

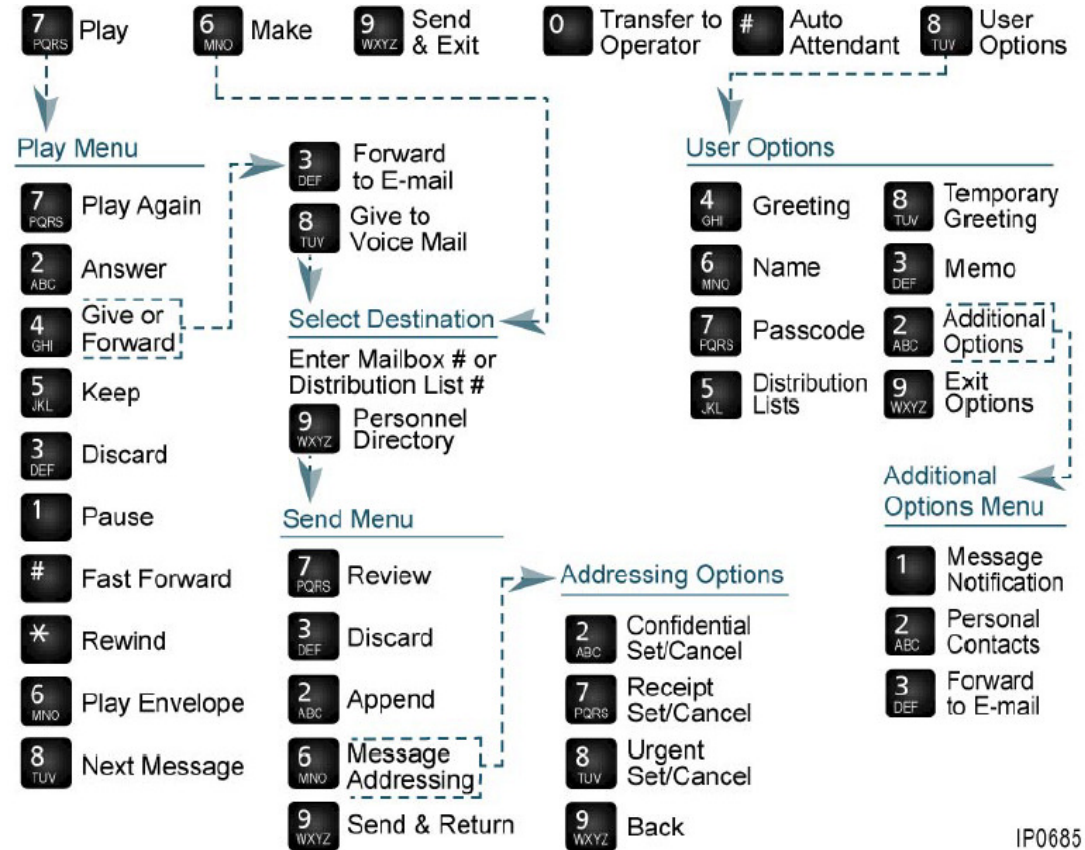
Your Mailbox Number: _____

From outside the company:

1. Call your company Auto Attendant directory number.
2. Press *****.
3. Enter your mailbox number.
4. Enter your passcode.
5. Press **7** PQRS to play messages or select an option from the main menu.

From your desk extension:

1. Obtain dial tone.
2. Access the Voice Mail system.
3. Enter your passcode.
4. Press **7** PQRS to play messages or select an option from the main menu.



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