



- |   |  |  |                     |
|---|--|--|---------------------|
| 1 | Display                                |  | Speaker             |
| 2 | Ring/Message Indicator                 |  | Mute                |
| 3 | Volume, Speaker, Mute Controls         |  | Settings            |
| 4 | Fixed Function Keys                    |  | Cancel              |
| 5 | Keypad                                 |  | Redial              |
| 6 | Navigation Page Keys                   |  | Hold                |
| 7 | Programmable Feature Keys and Softkeys |  | Transfer/Conference |
| 8 | Handsfree Speaker                      |  | Message             |
| 9 | Handset                                |  |                     |

### 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

### Ending a Call

- 4 Press
- 9 Replace the handset.

### Placing a Call on Hold

- 4 Press
- 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
  - OR
  - 3 Press



Data Mobility Voice Helpdesk 1300-731-123

[helpdesk@dmv.net.au](mailto:helpdesk@dmv.net.au)

135 Greenhill Road, UNLEY SA 5061 P: (08) 8202-7333 F: (08) 8202-7300



# Voice Mail User Guide

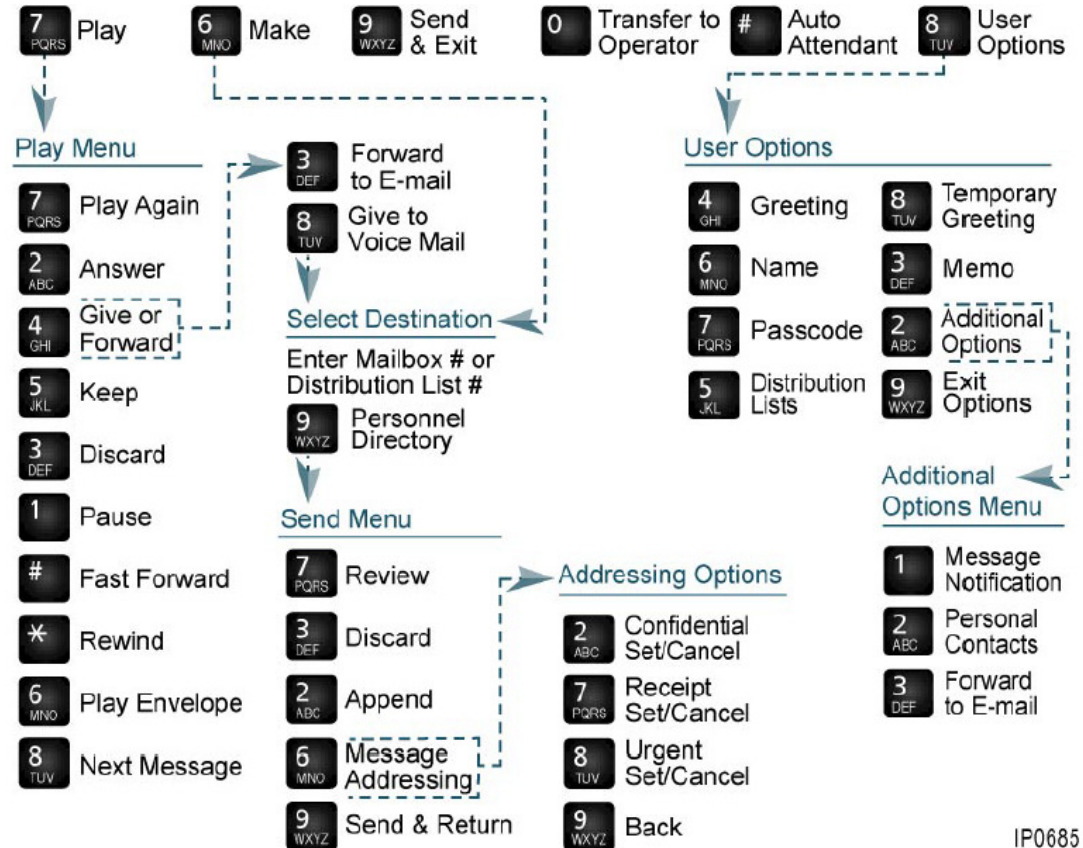
Your Mailbox Number: \_\_\_\_\_

## 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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