

Voicemail Basics

Press "Messages" Button
Enter PIN

Press **2** for new messages
Press **1** to send a messages
Press **4** for saved (deleted) messages
Press **3** for personal setup options
(password, greetings, etc.)

During message

Press **4** for slow play back
Press **6** for fast play back
Press **8** for pause/resume
Press **9** for fast forward
Press **#** for fast forward to end

After message

Press ***3** to delete message
Press **4** to reply message
Press **5** to forward message
Press **7** to rewind message

Use the ***** key at anytime during the recording to cancel or back up to the previous menu.

To access voicemail from outside the system: Dial 317-789-3999 press the ***** key; enter your extension number followed by the **#** key; enter your password followed by the **#** key.



Network**Solutions**
INCORPORATED

888.247.0900
www.nsi1.com

Proudly servicing these
areas and more...

Granger/South Bend

Indianapolis

Fort Wayne

Chicago

Cisco 8800 Series



Network**Solutions**
INCORPORATED

Common Phone Tasks

Answer a Call

Lift handset , Press Speaker/Headset or Press Answer Soft Key

End Call

Hang up handset or Press Speaker button or Press End Call

Switch to Speaker/Handset (Hard Key)

Press Speaker or Lift Handset and then replace the handset.

Switch to handset

Pick up the handset while speaker is engaged.

Mute (Hard Key)

Press Mute to silence the sound on your side of the call.

Hold (Hard Key)

To Place a Call on Hold, Press Hold
To Resume Call from Hold, Press Resume or press the blinking line button

Redial (Soft Key)

Press Redial to repeat the last number dialed or press the navigation button down arrow while on-hook to dial from recent calls.

Decline (Soft Key)

To send an incoming call to your voicemail, press Decline when the incoming call is displayed.

PickUp (Soft Key)

To answer a call in your PickUp Group, lift handset and press PickUp soft key.

More (Soft Key)

..... You will find MORE Soft Key Options

Common Phone Tasks

Transfer a Call (Hard Key)

Press Transfer, Key in the phone number, Press Transfer

TNT = Transfer—Key in Number—Transfer

Transfer to Voicemail (Hard Key)

Press Transfer, Press *, Key in the phone number, Press Transfer

T*NT = Transfer -* - Key in Number - Transfer

Conference (Hard Key)

To add additional participants to a call, press conference, key in the phone number of the participant and press conference again.

Call Forward (Soft Key)

To forward calls to an alternate extension, press Fwd All and then key in the phone number. To turn off call forward, press the Fwd Off.

Park (Soft Key)

To place a call on virtual hold so that it can be picked up from any phone in the system, press Park. Note the park number that has been assigned. To pick up a parked call, go to any phone on the system and dial the assigned park number.

MeetMe (Soft Key)

This feature requires a MeetMe Number assigned by your System Administrator. To host a MeetMe conference, lift handset, press MeetMe soft key and key in the MeetMe number. To join a MeetMe conference as a participant, dial the MeetMe number.

Ringer Silence

You can silence the incoming (ringing) call by pressing the volume button down once.

Button Icons

Soft Keys



Messages



Settings



Directories



Hold



Transfer



Conference



Navigation



Volume



Speaker



Headset



Mute

