

PROVIDING ENTERPRISE DATA CENTER, NETWORK & VOICE SERVICES TO MICHIGAN BUSINESSES

***97** ACCESS Voice Mail

***1** PLAY the First Message

The following steps are available while listening to a voicemail message:

5 REPEAT the Message

***** HELP

6 PLAY the Next Message

EXIT

7 DELETE the Message

0 MAILBOX Options

8 FORWARD the Message

3 ADVANCED Options

9 SAVE the Message

ANSWERING A CALL:

- Press the Speakerphone or Pickup the Handset

PLACING A CALL ON HOLD:

- Press the Hold Button or Softkey Button

RESUMING CALL ON HOLD:

- Press the Resume Softkey Button

PARKING A CALL:

- Press the Park Button
- Listen for Identifier (ext. 71)
- Hang-up

RETRIEVE A PARKED CALL:

- Dial *85
- Enter Call Identifier or Dial the Line Directly (ext. 71)

DO NOT DISTURB:

- Press the DND Tab
- Press the DND Again to Remove

CONFERENCE CALLING:

- Call the First Party
When Call has Connected
- Press the Conference Tab
- Dial the Second Party
- Press the Conference Tab Again

TRANSFER A CALL WITH NO NOTIFICATION:

- Press BlindXfr Softkey Button
- Dial Extension
- Hang-up

PLACE A WARM TRANSFER:

- Press More Button
- Press Transfer Button
- Dial Extension

When answered have your conversation then hang up, the caller will not be able to hear the conversation.

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BLACKLIST

- *30** Blacklist a No.
- *31** Remove a Blacklist No.
- *32** Blacklist the Last Caller

INFO SERVICES

- *43** Handset Echo Test
- *60** Speaking Clock
- *65** Speak Your Ext. No.
- *68** Wake Up Calls
- *69** Call Trace

TOGGLE

- *21** Findme Follow
- *45** Queue Toggle

VOICEMAIL

- *97** my Voicemail
- *98** Dial Voicemail

CALL FORWARD

- *72** All Activate
- *73** All Deactivate
- *74** All Prompting Deactivate
- *90** Busy Activate
- *91** Busy Deactivate
- *92** Busy Prompting Deactivate
- *52** No Answer/Unavailable Activate
- *53** No Answer/Unavailable Deactivate

CALL WAITING

- *70** Activate
- *71** Deactivate

DO-NOT-DISTURB (DND)

- *76** Toggle
- *78** Activate
- *79** Deactivate

**SUPPORT***Questions or Concerns*

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