



## X16

### Quick Reference Card



Extension Name: \_\_\_\_\_

Extension Number: \_\_\_\_\_

Extension Pswd: \_\_\_\_\_

#### Answering a Call

1. When an incoming call rings at your phone, pick up the handset or press the speaker button.
2. When you are through, place the handset back in the cradle or press the speaker button.

#### Placing an Outside Call

1. Dial 9 or press an available CO Line button to use the speakerphone or Pick up the handset.
2. Dial the number and talk.
3. When you are through, place the handset back in the cradle or press the speaker button.

#### Placing an Intercom Call

1. Dial the extension number or Press the preprogrammed Intercom Button or Pick up the handset and dial the extension number of the person you wish to speak with.
2. When you are through, place the handset back in the cradle or press the speaker button.

#### Change from Handset to Speakerphone

1. While talking on the handset, press the Speaker button (The LED will light).
2. Place the handset on the cradle.

#### Change from Speakerphone to Handset

1. Pick up the handset. The speakerphone will be deactivated.

#### Placing a call on Hold

1. While speaking to an outside party, press the hold button.
2. To retrieve the call, press the corresponding Line button.

#### Caller ID

Caller ID when received is stored at all extensions.

#### Transferring a Call

1. While speaking to an outside party, press the Transfer button.
2. Press the programmed button or dial the extension number of the person that will receive the call.

3. Hang up to complete the transfer

#### Direct Mailbox Transfer

1. While speaking to the calling party, press the center navigation/voice mail button.
2. Press the preprogrammed button or dial the extension number
3. Hang up to complete the transfer.

#### Call Forward

At default, transferred calls will forward to your mailbox. Calls can also be forwarded to an external number.

#### Paging

1. Press the preprogrammed "all page" button
2. Make announcement
3. Hang up by pressing the hook switch, and then place the handset back into the cradle.

#### Memo Recording

1. From an idle phone, Press the preprogrammed record button
2. Speak normally
3. The memo is recorded in your voice mailbox

#### Live Call Record - One Touch Record

1. While on a telephone line call - Press the preprogrammed record button.
2. Speak normally
3. The recorded call will be recorded in your voice mailbox

## Call Voice Mail

The display will show how many new messages you have. For example, when you have 1 new message the following will be displayed.

NEW MSG:01

1. Press the voice mail key to access VM, which will announce the number of new messages and the time they were received.
2. To delete a message press the "Delete" key twice or press the delete key and the voice mail key.

## Voice Mail Remote Access

Call into the system from a touch tone telephone. Dial your extension, and when you hear your greeting, dial the remote entry passcode:

Passcode: \_\_\_\_\_

The voicemail will announce how many messages are in the mailbox.

- 1 - Replay Previous Message
- 2 - Play New Message
- 3 - Skip to Next Message
- 4 - Record Memo
- 5 - Stop
- 6 - Play Outgoing Message - while listening to your OGM - Press 4 - To rerecord
- 0 - Call The Attendant
- \* \* - Erase Selected Message
- 2 # - Play All Messages



## Using Caller ID and Phone Book

1. Press the Caller ID button and then press up or down navigation button to scroll through the numbers.
2. Press select (center navigation) button to show "Dial Alternate". Press the right navigation button until the proper dialing sequence is displayed.
3. Press the down navigation button until it says, "Cpy To Phonebook"
4. Press the center navigation button to save the number in the phone book. If both name and number are displayed, they will both be saved into the phone book.

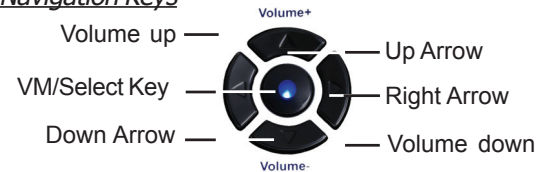
## Dial Using the Phone book (Line calls only)

1. Press the phone book button
2. Use the up and down arrows to scroll through the phone book entries.
3. Press the center button to select the entry.
4. Press the center button again to dial the displayed number.

## Exit Programming or Scroll through Idle Screens

1. Press left navigation button to scroll through the idle screens and to exit programming.

## Navigation Keys



## Programming Mode

1. Press the "Program" button
2. Select Phone Setup
3. Select the parameter to be programmed
4. Press the left navigation key to exit programming mode.

## Conferencing

1. While on a telephone call
2. Press the hold button
3. Dial the extension number or dial 9 and the telephone number. After the called party answers
4. Press the preprogrammed "Conf" button to establish the conference.

## Express Conferencing

1. While on a telephone call
2. Press the Line button with the Green LED
3. This will release privacy and create a conference call.
4. Press the Line button which is green to reactivate privacy and disconnect the conference..

## Speed Dialing

Speed Dial numbers are stored on one of the 12 flexible buttons. A Speed Bin can also have a "Flash" stored for one button transfers to external telephone numbers.