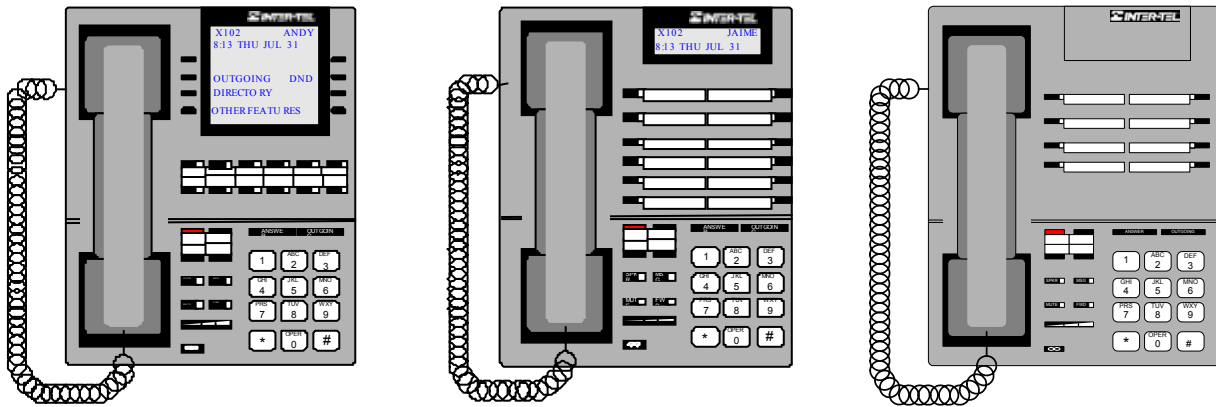


USER GUIDE



AXXESS

Telephone System



ANSWER AN INCOMING CALL:

- Lift handset or press **SPKR** button of ringing telephone

 **Outside call:** Single Long Tone
 **Internal call:** Two Short Tones

PLACE AN OUTGOING CALL:

- Lift handset
- Press **OUTGOING** button OR dial *outside access code* - 8
- Dial number you wish to call

PLACE AN INTERNAL CALL:

- Dial *extension number* or press *extension button*
- Wait for 2 short rings, then begin speaking

RING AN INTERNAL PHONE:

- Dial *# + extension number* or *extension button*

PLACE A CALL ON HOLD:

- With call on the line, press **HOLD** (CALL button will flutter)

RETRIEVE A CALL ON HOLD:

- Press the fluttering **CALL** button

TRANSFER A CALL:

- Press **TRANSFER** button and dial the *extension number* OR, if you have an extension button for that person, just press the *extension button*
- Announce call (if desired)
- Hang up

NOTE: Press **HOLD** before hanging up to place call on hold at remote extension

NOTE: To transfer to Voice Mail: Press **VMAIL** button then extension number or extension button

PICK UP A CALL:

- Press **PICK UP** button
- Dial *extension number* or press *extension button* of telephone where call is ringing or holding

DO-NOT-DISTURB:

- Press **DND** button
- Select DND message if desired
- Press **SPKR** button

TO CANCEL DND: Press **DND**

EXECUTIVE PHONES ONLY: Press **DND, DND OFF**

CONFERENCE CALLS:

- With first party on the line, press **CONFERENCE**
- Dial second party (internal or external)
- Press **CONFERENCE CONFERENCE**

LEAVE A MESSAGE:

- Dial *extension number* or press *extension button*
- Press **MSG** button
- Hang up to leave visual message OR wait for voice mail to leave a voice message

ANSWER A MESSAGE:

- Lift handset
 - Press **MSG** button
- (The system will ring the extension that left the visual message or will connect you with voice mail)

ADJUST VOLUME: (can adjust handset, speaker, or ring)

- Press VOLUME bar -- left side to decrease volume, right side to increase volume
- Press middle of volume bar to save

PROGRAM PERSONAL SPEED DIAL:

- With handset in cradle, press ∞ 383
- Select a *Speed Dial Code* (0-9)
- If you have a display, enter the name, then press #
- Dial 8 + the phone number you want to store
- Press #

CALL A SPEED DIAL:

- Press **PERS SPD** button or ∞ 382
- Select the *Speed Dial Code* (0-9) or press Scroll bar

PROGRAM BUTTONS:

- With handset in cradle, press ∞ 397
- Press the button that you want to program
- Enter the *extension number* or *feature number* you want that button to be

FORWARD YOUR TELEPHONE:

- Press **FWD** button
- EXECUTIVE PHONES ONLY: Press **ALL**
- Dial extension number of phone where you want to forward your calls

CANCEL FORWARDING:

- Press **FWD**
- Press **SPKR**

EXECUTIVE PHONES ONLY: Press **FWD**, then **FWD OFF**

CHANGE RING TONE:

- Press ∞ 398
- Select ring tone 1-9
- Press # to save