IP 331

Quick Start

Do I have to dial a 1 or a 9 to dial out?

There is no escape code on our system. Simply dial the 10-digit number and the call will be made.

In fact, for local numbers you don't have to dial the area code. Just dial the seven-digit number, and the call will complete.

Warm Transfer

During a call:

1. Press **Transfer.**
2. Dial Extension.
3. Speak to the receiving party.
4. When you are ready to send the call press the **Transfer** button.

If you hang up before the call disappears from your screen, the transfer will not complete.

Blind Transfer

During a call:

1. Press **Transfer.**
2. Press **Blind.**
3. Dial Extension.
4. The call will automatically disappear from the screen.

If you hang up before the call disappears from your screen, the transfer will not complete.

You can transfer directly to someone's voicemail by dialing a 0 before the extension. Example: Doug's extension is 4122. Peggy can transfer a call directly to Doug's voicemail by transffering to 0+4122, without pausing between the 0 and the extension number.

Voicemail

1. Dial *99.
2. Enter Password (0000).
3. Listen to options, dial the one you want.

(Options similar to cell phone.)

Do Not Disturb

1. Press **Menu**,
2. Press **Features**.
3. Select option 2 DND

(All calls will be forwarded to voicemail.)

Repeat steps 1-3 to turn off.

3-Way Calls

During a call:

1. Press **Conf.**
2. Dial number (ext. or cell).
3. Wait to speak to person.
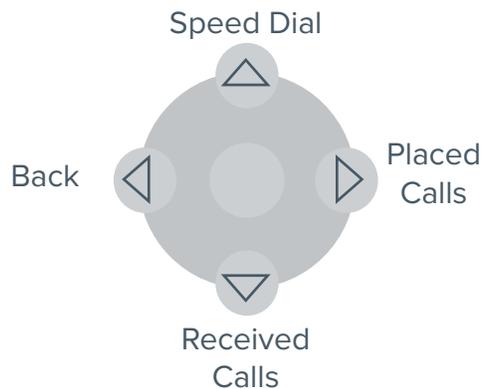4. Press **Conf** again complete the three-way call and join everyone together.

Anyone can hang up without disconnecting the call.

Call Forwarding

1. Press **Menu.**
2. Press **Features**.
3. Select option 3 **Forward**.
4. Enter destination number.

Remember to remove the forward when you are ready to receive calls again!

Shortcuts

Speed Dial

Back

Placed Calls

Received Calls

Intercom

Dial ✳ and the Extension number you want to intercom. This initiates an intercom to the other person's speaker; both people can hear each other without having to pick up their handsets.