VODAVI TELEPHONE USER GUIDE

External Call:
1. Lift handset
2. Press pool key or 9 and dial desired number

To Transfer a Call to Another Extension:
1. While current call is in progress, press TRANS key
2. Dial desired extension number (or press DSS key)
3. Hang handset up

Last Number Redial:
1. Lift handset
2. Press SPEED key
3. Press # key

To Park a Call:
1. While current call is in progress, press TRANS key
2. Dial Park Zone (430-437)
3. Listen for confirmation tone
4. Hang up handset

To Retrieve a Parked Call:
1. Lift handset on any phone
2. Dial # then the desired park zone

Conference Call:
1. Lift handset
2. Press outside line key and dial the desired telephone number
3. Once connected, press CONF key
4. Dial another party
5. Once connected, press the CONF key twice and the conference is established

How to transfer a Subscriber into the VMS System
1. While on call, press the TRANS key
2. Dial the VMS System code, 450
3. Hang up

How to transfer a caller into a Mailbox (without ringing the phone)
1. While on call, press the VM key
2. Dial the 3-digit mailbox number (usually the same as the extension number)
3. Hang up

How to enter the VMS System from out side or another internal extension (not your own
1. Dial the VMS System code 450 from inside or dial 732-2413 from outside
2. Press * when you hear the Automated Greeting
3. At the prompt enter your mailbox number and then your access code
4. You will be at the main menu of your voice mailbox

Dialing with Account Code
1. Press Acct key

2. Dial acct code
3. Press pool or 9 and dial out

To set up Voice Mail

1. Press VM key from your phone or dial 450,*, then mailbox number.
2. Dial 0000 when asked for password
3. Follow instructions to set up mailbox