




MAKING CALLS

External Calls

- 1.To make a call, either
Lift the handset OR press the Speaker button
- 2.Dial external number (no need to dial '1' – the call is placed)


TRANSFERRING CALLS

To Transfer a Call

- 1.The Caller is on the line
- 2.Press the Transfer key 
- 3.Dial the extension number (Optional – wait to announce the call)
- 4.Replace the handset (Transfer completed)

HOLDING CALLS

To put a call on HOLD

- 1.Press HOLD key 
 - o *Your active call is put on hold*
 - o *The LED next to the call/line appearance fast/blinks green*

To Retrieve Call – repress the flashing CALL key, to take call off HOLD

ACCESS MAILBOX

Access Voicemail

- 1.Dial *17

Setup your Greeting

- 1.Dial *17
- 2.Dial 3
- 3.To record your greeting, press 2 – record, press 2 to finish
- 4.To save your greeting press 3

Retrieve your Messages

- 1.Dial *17
- 2.Voicemail will prompt you “You have ____ New Messages”
- 3.The system will automatically playback your messages

Options :

Press 4 - Delete

Press 5 – Save

Remember, if you listen to a message and don't do anything, this will be classed as an **OLD** message, which will delete automatically after 24 hours.

ADDITIONAL FEATURES

CONTACTS



To Programme:

- 1.Press CONTACTS, press > (navigation arrow) to view PERSONAL
- 2.Select NEW
- 3.Enter the name, press OK
- 4.Enter the number, press SAVE
- 5.Press PHONE key once finished

To Retrieve a person from the Contact List:

- 1.Press the CONTACTS button
- 2.Type in person you require
- 3.Scroll up or down to select the correct person or number you want to call
- 4.From the softkeys – select CALL to ring the person you require

Call History



If this button is RED, you have missed a call

Press into the key and view on your display who called

By using the Navigation Arrows, you can scroll to view and dial the following :

Answered Calls
Missed Calls
Outgoing Calls

CONFERENCE CALLS

To make a Conference Call

- 1.While active on a call, press the CONFERENCE button
- 2.Dial the next party (internal or external number)
- 3.To join – repress CONFERENCE button



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