Features of Your Digium Phone

Voice Mail Options

- Dial **8999.** Enter your password and press #
  (default password is 12345)

Access voice mail features as prompted.

Message Waiting Indicator:

This will flash when you have voice mail. To retrieve
your voice mail, press the **Messages** button to display
the voice mail **Inbox**. Any message with an asterisk (*)
has not been played. To listen to a message, select it
and press the **Play** softkey.

Dialing Calls:

Pick up the handset, dial a number and press the **Dial**
softkey.

You can, also, use **Contacts** to find the number you
want, then press the **Dial** softkey. If you use Contacts,
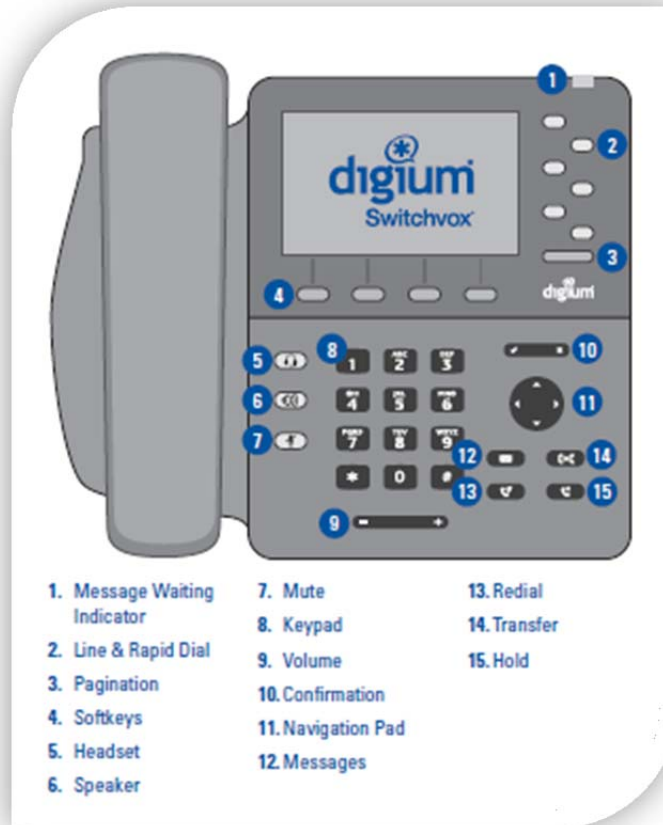you can dial a coworker's Voicemail.

Receiving Calls:

Pick up the handset, or press a softkey. Answer,
Ignore, Transfer or Send VM. **Ignore** makes the call
stop ringing but uses your Call Rules. **Transfer** lets you
transfer the call. **Send VM** sends the call to your
voicemail regardless of your Call Rules.

Hold:

During a call, press **Hold**. The line key flashes red. Press
either the flashing line key or the **Resume** softkey to
resume the call.

Transfer:

ASSISTED– During a call, press the **Transfer** button.
Enter a number or press the **Contacts** softkey to find a
number. Press the **Dial** softkey. When someone
answers, inform them of the call to be transferred. Press
the **Transfer** softkey and the transfer is complete.

1. Message Waiting Indicator
2. Line & Rapid Dial
3. Pagination
4. Softkeys
5. Headset
6. Speaker
7. Mute
8. Keypad
9. Volume
10. Confirmation
11. Navigation Pad
12. Messages
13. Redial
14. Transfer
15. Hold

UNASSISTED (blind)– During a call, press the **Transfer**
button. Enter a number or press the **Contacts** softkey to
find a number.   Press the **Transfer** softkey and the
transfer is complete.

TRANSFER TO VOICEMAIL– If you used **Contacts** for a
transfer, you can press the **Transfer VM** softkey instead
of **Transfer**. That transfers the call to that contact's
voicemail.

Redial:

Press the **Redial** button to redial the last call you made.

Park:

During a call, press the **Park** softkey. Then you or a coworker
can answer the call from any Switchvox phone by either
dialing that Parking extension or by pressing the **Parked Calls**
softkey and answering the call. From the idle screen: press
the **More…** softkey, then **Parked Calls**.

Contacts:

Contacts are used for rapid dialing and for finding detailed
information about someone. You can use Contacts from
within **Transfer**, **Conference** and **Forward voicemail**. To see
the **Detail** page for a contact, press the **Show** softkey in a list
of contacts. Details include the person's **Status.**

Status:

Press the Status button or softkey to change your status. Do
Not Disturb sends incoming calls to your voicemail. Your
coworkers see your Status on their phone or Switchboard.
You can use Call Rules to manage incoming calls based on
different Status Options.

Menu:

Press the **More…** softkey. Press the **More…**softkey a second
time. Press the **Menu** softkey. Select **Preferences**.

RINGTONE—Select **Sound settings**. Select **Default Ringtone**
to change ringtone. Select **Ringer Volu**me to change the
volume of your ringtone during incoming calls. **Speaker**,
Handset and **Headset** volumes can, also, beset from this
menu.

Conference (3-way calls):

During a call, press the Conference softkey. Dial the third
participant's number, or use Contacts. Press the Conference
softkey to connect all participants.

If you have questions, contact help
desk at extension 3001.