

Setting Up Message Notification

Message notification allows a user to be notified of their messages even when they are out of the office. Users can be notified at up to three different numbers.

To Set Up Message Notification:

- Access your voice mailbox
- Press **OP** for Mailbox **OP**tions
- Press **N** for change Message **NO**tification
- Press **M** to **MO**dify a group
- Select Notification Group to Modify
 - F - First Group
 - S - Second Group
 - T - Third Group

The voicemail will play the default setup
Press **I** for **I**ncorrect to change the default setup
Follow the prompts to enter your customized setup

To Enable or Disable Message Notification:

- Access your voice mailbox
- Press **OP** for Mailbox **OP**tions
- Press **N** for change Message **NO**tification
- Press **A** to select group to be **A**ctive
- Follow prompts to enable your notification groups 1-3



Aspire



2 Button Telephone Quick Reference Guide

For Questions on Your Telephone or Voicemail
Call: Valerie Young
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Answer A Call

At Your Phone:

When your telephone rings
Lift handset or press **SPK** Key to answer call
Your **CALL 1** Key will be red to indicate you are on a call
Note: If your telephone is programmed with outside line keys,
the line that you are using will be Lite green.

Answer Another Phone Ringing:

Lift handset or press **SPK** Key
Press * * + Extension Number that is ringing

Place A Call

Internal Extension

Lift handset or press **SPK** Key
Dial Ext. No.

**Note: You can press 1 after the Ext. No. to switch between voice and tone intercom calling.*

Outside Call

Lift handset
Dial **9**
Dial telephone number

Speakerphone Operation

You can place and answer calls by pressing the **SPK** Key instead of using the handset.

Using Microphone Cutoff

During a speakerphone call
Press **MIC** Key to mute microphone
Key will light up red
Callers will be unable to hear you, but you will be able to hear the caller
Press **MIC** Key again to turn microphone on

Note: During a speakerphone call, you can lift the handset to make the call private. Press **SPK and hang up handset to return to speakerphone.*

Transfer A Caller To A Mailbox

Use this procedure to transfer a caller directly into a co-workers voice mailbox without ringing the telephone.

While on the call
Press **HOLD** Key
Press your **MSG** Key
Press Hotline key or dial extension number of co-worker
Hang-up

Other Voicemail Features

Transferring a co-worker into voicemail:

If a co-worker calling from outside the office wants to check messages, you may transfer them into voicemail by doing the following:

Press **HOLD** Key
Press your **MSG** Key
Dial the Extension of the Co-Worker or press Hotline Key
Hang-up

The co-worker will here their greeting and can then press # to log onto mailbox

Leave a quick message for a co-worker:

You can leave a quick message for a co-worker with out accessing your own voice mailbox:

Dial Extension Number of co-worker
Press **MSG** Key
Leave message

*Note: You can press * to bypass a co-workers greeting.*

Accessing Voicemail

From Your Telephone:

Press **MSG** Key
You will be asked for your security code
Default Security Code is **1234**

From Another Telephone In the Office:

Dial Voice Mail Extension **700**
You will be prompted for your mailbox number
Dial Mailbox Number (same as extension)
Enter Security Code if asked

From Outside the Office if you have a DID (Direct Inward Dial):

Dial your Direct Dial Number
When you hear your greeting
Press **#** to log on to your mailbox
Enter Security Code if asked

From Outside the Office if you have a Voicemail Back Door Number:

Dial Voicemail Back Door Number:
When company greeting answers
Press **# + Mailbox Number**
Enter security code if asked

From Outside the Office if speaking with a Coworker:

Dial main company number
If answered by coworker,
Asked to be transferred to your mailbox
When you hear your greeting
Press **#** to Log On to your Mailbox
Enter security code if asked

First Time Logon Tutorial: When you access your mailbox for the first time, the system will play a recorded announcement and tutorial to guide you in setting up your voicemail for the first time. The tutorial will only play the first time you log into your mailbox. You will be asked to record your personal greeting, record your name for the company directory, and set up a new security code (up to 6 digits).

Last Number Dial

To redial the last number you dialed:

Lift handset
Press **LND**

Call Hold

Place a Call on Hold:

While on a call
Press **HOLD** Key
Your **CALL** Key you are using will flash Red or
if your system is programmed with Line Keys, the line you are
holding will flash Green on your telephone and Red on all others.

Pick up a Call on Hold:

Press flashing **Line** Key from any phone
Or Press Flashing **CALL** Key

Call Park (optional feature)

Park A Call

While on a call
Press Hold Key
Dial **#6 + Park Orbit Number (1-3)**
Hang Up

Pick up a Call from Park

Lift Handset or Press **SPK**
Dial ***6 + Park Orbit Number (1-3)** that call is parked on

Transfer A Call

While on a call
Press **HOLD** Key
Dial Ext. No.
Announce call (Optional)
Hang-up to complete transfer of call

**Note: To return to the call before hanging up, press flashing call key.*

Conference Call

Place or answer a call
Press **HOLD** Key
Dial **#1**
Place your next call
When call is answered
Press **HOLD** Key
Repeat to add more parties
After adding all parties
Press **HOLD** Key again to begin conference

DND

DND permits you to work at your desk without interruptions from the phone.

Press **DND** Key
Dial DND Option code:

1	Blocks your outside calls
2	Blocks Paging, Intercom Calls, Call Forwards and transferred outside calls
3	Blocks All Calls
4	Blocks Call Forwards
0	Cancel Do Not Disturb

Ringtone Adjust

You can customize the way internal and external calls ring your phone:

To Change Incoming Ring Tones:

Press **CALL 1**
Dial **820**
Press **1** for internal call ringing or
Press **2** for external call ringing
Dial code for the ring pattern **1 - 8**
Press **SPK** Key to save tone pattern

All Call Page

Lift Handset
Dial ***10**
Make announcement
Hang up