



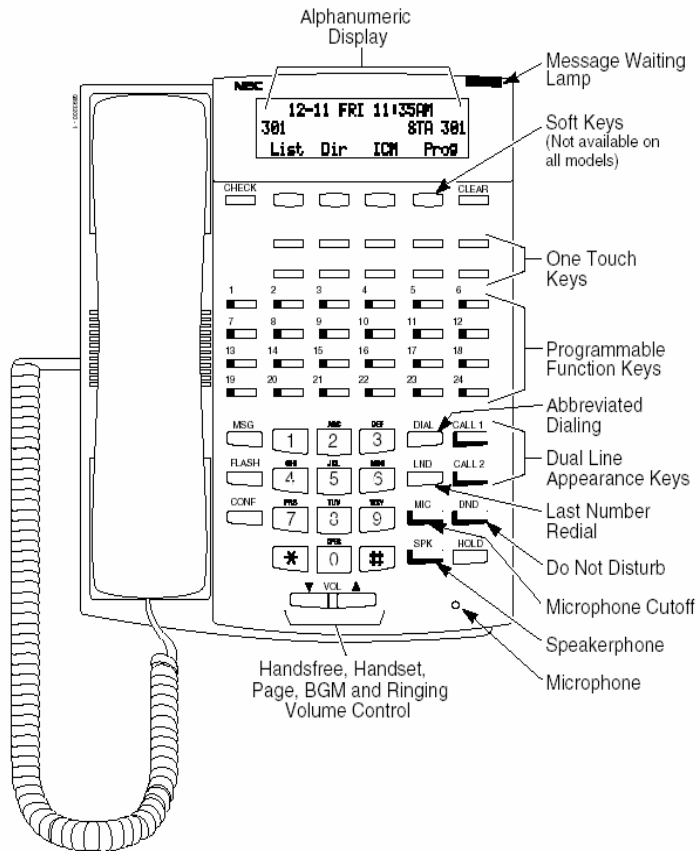
Aspire 5



Telephone & Voicemail Quick Reference Guide

For Questions on Your Telephone or Voicemail
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Your Multibutton Telephone



Entering Names

When entering names, use dial pad keys to enter letters. For example, press the digit 2 key once for A, twice for B, three times for C, etc.

1 = 1 @ [¥] ^ _ \ { } ← →	5 = J - L, j - l, 5	9 = W - Z, w - z, 9
2 = A - C, a - c, 2	6 = M - O, m - o, 6	0 = 0 ! " # \$ % & ' ()
3 = D - F, d - f, 3	7 = P - S, p - s, 7	* = * + , - . / : ; < = >
4 = I, g - l, 4	8 = T - V, t - v, 8	

= Accepts an entry (only required if two letters on the same key are needed)

CONF = Clear the character entry one character at a time

FLASH = Clear all the entries from the point of the flashing cursor and to the right

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 **Notif** or **N** for Message **Notif**ication
- Press **On** or **Off** Softkey to Enable
- Follow Prompts to set up times to be notified
- Follow Prompts to setup number to be notified at.

Using Interactive Softkeys

The display of your Aspire Telephone system has four interactive Softkeys that work with the third line of the display of your telephone. When accessing the voicemail system, use your Softkeys to interactive with the voicemail system and prompts.

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. or Press Hotline Key

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

Outside Call

- Lift handset
- Press available **Line** Key if programmed or Press **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.*

Last Number Dial

To Preview the Last Number You Dialed:

With handset down
Press **LND** Key
Number will appear on display
Use **↑ ↓** Key in display to scroll
Lift handset or press **SPK** to dial number

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

Transfer A Call

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

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

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
Dial 700 (Voicemail Extension Number)
Hang-up

The co-worker will hear the company greeting and can dial # + Extension Number to log on to 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

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)

From Outside the Office if speaking with a Coworker:

Dial main company number

If answered by coworker,

Asked to be transferred to Voicemail Ext. 700

When you hear the company greeting

Press **# + Extension Number** to Log On to your Mailbox

OR

If answered by Company Auto Attendant

Press **# + Extension Number** to Log On to Mailbox

Setting Up Your Mailbox

When you access your mailbox for the first time, take a few minutes to set up your mailbox by recording a personal greeting, recording your name for the company directory and setting an optional security code to safeguard your mailbox.

To Record Greeting

From Your Telephone

Press **MSG** Key

Press **Greet** Softkey or **G** on the dial pad

To Record Your Name

From Your Telephone

Press **MSG** Key

Press **RN** dial pad and follow instructions

To Set A Security Code On Your Mailbox

From Your Telephone

Press **MSG** Key

Press **OP** for Mailbox Options

Press **Sec** Softkey or **S** on the dial pad

Enter a 4 digit security code

Conference Call

Place or answer a call

Press **CONF** Key

Place your next call

Press **CONF** Key when answered

Repeat to add more parties

After adding all parties

Press **CONF** Key again to begin conference

One - Touch Calling

Programming One - Touch Keys

Press **CALL 1**

Dial **855**

Press unused **One-Touch Key** (see page 2 chart)

Dial **9** + outside phone number you want to program

Press **HOLD** Key to program a name

Program name using chart on page 2

Press **HOLD** Key to save name

Press **SPK** to hang up

Use One-Touch Key

Lift handset (optional)

Press One-Touch Key

All Call Page

To make a one way paging announcement through all ideal telephones:

Lift Handset

Press **InPg** Softkey in display

Dial **0** for All Call Page

Make Announcement

Hang up

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	Cancels 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

Program a Hotline Key for Co-Worker

You can program a function key to indicate when a co worker is busy on the phone & also one touch intercom to their phone

With handset down
Press **CALL 1**
Dial **851**
Press Function Key to Program (see page 2 for key location)
Dial **01 + Ext. Number of Co-Worker**
Press **Hold** to save
Press **SPK** to hang-up

Directory Dialing

If you have a display or Super Display phone, Directory Dialing allows you to select a co-worker or outside number from a list of names, rather than dialing the phone number. There are four types of Directory Dialing:

ABBC - Company (Common) Abbreviated Dialing
ABBG - Department (Group) Abbreviated Dialing
OneT - Personal Abbreviated Dialing (One-Touch Keys)
EXT - Co-worker's extension

With handset down, Press the **Dir** Softkey through display
Press Softkey prompt for directory you want to access
Dial the first letter/number for the name/number you want to call
For example, dial 2 for A, B, C or 2

Press the Up or Down Softkey arrows to jump to that section
Use the Up Softkey to scroll through all the names that begin with that letter.

Volume Controls

The volume keys work as volume up and down keys to adjust incoming ringing, volume of speakerphone and handset volume. In addition, they will change the contrast of the display when the phone is idle.

Adjust Volume on Incoming Ringing, Speakerphone or Handset
While phone is ringing, or while talking with handset or speakerphone,
Press **VOL ▲▼** repeatedly to adjust the volume.

Adjust Contrast of Display

While phone is idle
Press **VOL ▲▼** repeatedly to adjust contrast of display