



CORDLESS PHONE

VPHONES.COM

(844) 300-8647

ANSWERING THE PHONE

- PRESS GREEN BUTTON OR SPEAKER BUTTON
- TO ANSWER MULTIPLE CALLS PRESS THE ACCEPT BUTTON.
- USE THE SWAP BUTTON TO GO FROM CALL TO CALL OR HANG UP WITH ONE CALLER AND PRESS RESUME.

PLACING CALLS ON HOLD

- PRESS THE OPTION BUTTON
- TO PLACE A CALL ON HOLD FOR ANOTHER USER PRESS #700 AND LISTEN FOR THE STALL NUMBER (701,702,ETC) AND LET THE PARTY KNOW IT.
- TO RETRIEVE THE PARKED CALL PRESS THE P/U BUTTON FOR THAT NUMBER OR DIAL THE PARK NUMBER AND #.

INTERCOM ANOTHER EXTENSION

- DIAL THE PARTIES EXTENSION NUMBER AND PRESS THE GREEN BUTTON

TRANSFER TO VOICEMAIL

- PRESS OPTIONS
- PRESS TRANSFER
- **DIAL *125**
- **DIAL** EXTENSION NUMBER
- WAIT UNTIL VOICEMAIL PICKSUP
- PRESS TRANSFER THEN HANG UP

CONFERENCE CALLS

- WHILE ON A CALL PRESS CONF KEY
- DIAL THE NEXT CALLER (EITHER AN EXTENSION OR OUTSIDE NUMBER) AND YOU WILL HEAR RINGING
- WHEN THE NEXT PARTICPANT ANSWERS , GREET THEM AND THEN PRESS THE CONF KEY TO JOIN TOGETHER.

TRANSFERING A CALL

- (BLIND) PRESS THE DSS KEY FOR THAT USER OR TRANSFER THE DIAL THE EXTENSION NUMBER
- HANGUP
- (SUPERVISED) PRESS TRANSFER AND DIAL THE EXTENSION NUMBER
- SPEAK WITH THE PERSON TO WHOM YOU ARE TRANSFERRING THE CALL
- PRESS TRANSFER OR HANG UP TO COMPLETE THE TRANSFER.
- TO ABORT THE TRANSFER AND RETURN THE CALL-ER PRESS THE RESUME BUTTON.

VOICEMAIL SET UP

VOICEMAIL DEFAULT PIN 1234

RECORDING YOUR VOICEMAIL GREETING

- PRESS *123 AND PRESS GREEN BUTTON
- ENTER PIN
- PRESS 0
- PRESS 1 TO RECORD UNAVAILABLE GREETING
- PRESS 3 TO RECORD YOUR NAME

vPhones

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