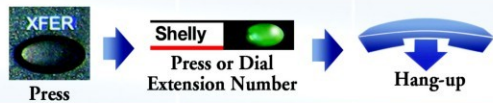


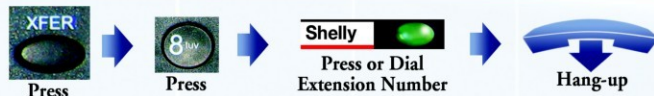
To transfer a call directly to an extension as a screened call



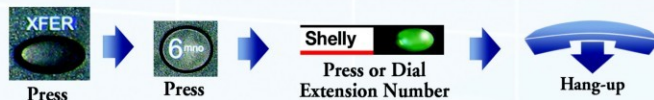
To transfer a call directly to an extension as an unscreened call



To Transfer Direct to Page-Q



To Transfer Direct to Voice Mail



Making a Conference Call during a Phone Call (3-party conference call)



Instructions

FlexiCall

When you answer call with FlexiCall, you can do the following:
 Call Transfer to another Ext. *2 + Ext Number
 Call divert back to your Ext. *5 Will ring immediately.

Direct Pickup

Use this feature to pickup any ringing station in your system.

1. Press [PkJUpDn] or dial 77
2. Dial the number of the ringing extension
3. Answer the call

Call Divert

Press the Call Divert key anytime you want to divert an incoming call to your voice mailbox.

To Program a Call Divert

1. Dial #139
2. Choose and press DSS key.
3. Dial #1445
4. Dial the destination number _____
5. Press the selected DSS key again, to complete.

To program or change a Speed Dial Private Library number:

- Dial PRIVATE SPEED CALL feature code #193
- Dial the relevant Library Number (7000 -7009) or
- Scroll through the library by pressing the
- then
- Dial the outside line access Code
- Dial the outside telephone number as you would normally dial it.
- Press SPKR to end programming

Programmable Buttons

These buttons can be Extensions, Speed Dial Buttons, or Feature Buttons.

Conference Call Button

See instructions above

Directory

- To search through the Directory:
1. Press Directory DSS Button
 2. Enter all or part of the name using the alphanumeric dial pad keys (use scroll keys to search through the Directory)
 3. Press the * key when the name of the contact or extension is displayed to call them.



XFER=Transfer Transfer a call

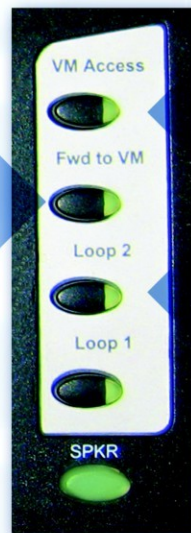
Press the button and dial the extension you want the caller transferred to. You may then simply hang up OR by inserting a 7 before the extension you may announce the call and then hang up. When you hang up the call is transferred. Inserting a 6 before the extension number directs the call directly to their voice mailbox.

HOLD

Places the caller on hold. You can only pick the caller back up at the same phone that you placed the caller on hold from. Pressing the Hold key or the blinking Loop key will take the caller off hold.

Forward to Voice Mail

Directs all calls to your voice mailbox without ringing your phone. Toggles on/off. Lights when active.



Voice Mail Access

Press to access your personal voice mailbox.

Programmable Keys

Speakerphone

You can answer a phone without lifting the handset by pressing the speaker button. To switch from the handset to speaker phone press the speaker button and hang up the handset. To switch from speaker phone to the handset, lift the handset and the speaker will automatically turn off.

Page Queue

While on a call pressing this button parks the call on your Page Queue which is 8+ your extension number, pressing this button again picks the call back up. To pick this call up from another ext. dial 8+ your extension number. To place a call on your page queue from another extension press the XFER button and dial 8+ your extension number.

Programming a Button


- Dial #139 (with the handset "in the cradle")
- Press the button to be programmed
- Dial the "code"(Ext #, speed dial#, feature code)
- Press the same button a second time to conclude programming



VOICE MAIL

Voice Mail Access Information

To Access your voice mailbox from your extension


1. Press the voice mail access button. 
2. Enter your security code: _____

To Access your voice mailbox from outside your organization

1. Call the voice mail system: _____
2. When the system greets you, enter your personal ID (9 + Extension number): 9 _____
3. Enter your security code: _____

First Time Mail Box Set-Up steps

The first time you access your voice mailbox the system will ask you a few simple questions to help you properly set it up. Follow the steps listed below along with the system conversation. Enter 1 for Yes, 2 for No to answer the questions.

- Step 1: Press your voice mail access button. 
- Step 2: Enter default security code: 1234
- Step 3: Record your First and Last Name (Only your name), Press * when finished.
- Step 4: Would you like to be included in the dial by name directory, Enter 1 for Yes.
- Step 5: Would you like to have two greetings (busy and standard), Enter 1 for Yes, 2 for No.
- Step 6: Record a standard greeting (remember to include your name), Press * when finished.
- Step 7: Record a busy greeting (remember to include your name), Press * when finished.
- Step 8: Choose a New Security Code (3 - 10 digits), Press * when finished.
- Step 9: Re-enter the Security code to Confirm it, Press * when finished.
- Step 10: When the system tells you that your mailbox is set up, Enter 1 for Yes.

MAIN MENU	NEW MESSAGES	MESSAGE OPTIONS	OLD MESSAGES	SETUP OPTIONS	GREETINGS	GROUPS	EDIT GROUPS	PERSONAL OPTIONS
CHECK NEW MESSAGES 4	REPLY 4	EDIT THE MESSAGE 4	REPLY 4	GREETINGS 4	HEAR CURRENT GREETING 4	CREATE A GROUP 4	ADD MEMBERS 4	CHANGE SECURITY CODE 4
LEAVE MESSAGES 5	CHECK NEXT MESSAGE 5	SET SPECIAL DELIVERY 5	CHECK NEXT MESSAGE 5	SET SPECIAL DELIVERY 5	SWITCH GREETINGS 5	EDIT YOUR GROUPS 5	DELETE MEMBERS 5	RERECORD NAME 5
REVIEW OLD MESSAGES 6	DELETE 6	ADDRESS TO OTHERS 6	DELETE 6	SEND THE MESSAGE * 6	EDIT STANDARD GREETING 6	LIST YOUR GROUPS 6	LIST MEMBERS 6	RESPELL NAME 6
CHANGE SETUP OPTIONS 7	ARCHIVE 7	SEND THE MESSAGE * 6	ARCHIVE 7		EDIT ALTERNATE GREETING 7	DELETE A GROUP 7	CHANGE GROUP NAME 7	DIRECTORY LISTING ON/OFF 7
	HEAR TIMESAMP 8		HEAR TIMESAMP 8		REDIRECT/DELIVER FAX* 9			
	REDIRECT/DELIVER FAX* 9		REDIRECT / DELIVER FAX* 9		SAVE AS NEW 0			
	REPEAT THE MESSAGE #		REPEAT THE MESSAGE #		REPEAT THE MESSAGE #			

Quick Message Actions

Press during or after a message

- Reply **3 4**
- Check the next message **3 5**
- Delete **3 6**
- Archive **3 7**
- Hear when the message was sent **3 8**
- Redirect **3 9**
- Save as new (new messages only) **3 0**
- Repeat the message **3 #**

Press during a message

- For Slower (up to 3 times) **4**
- Faster (up to 3 times) **6**
- Rewind (4 seconds) **7**
- Pause **8**
- Forward **9**

Main Menu Shortcuts

- Change your Standard Greeting **7 4 6 1**
- Change your Security Code **7 7 4**
- When leaving a message, press to skip personal greeting *****

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QUICK REFERENCE USER-GUIDE FOR YOUR T-208 IP TELEPHONE

Navigation Keys For Display

- Log FlxC Remd FSet**: Soft Key Display when phone is idle
- PgQ Xfer Hold Mute**: Soft Key Display when on a call
- Conn Mute**: Soft Key Display when transferring a call

Moves the cursor left or right

Use to scroll the key menu list

Ring & Message Waiting Light
Blinking red "strobe light"

Time & Date System Information Lines

Feature Options

Soft Keys

4 User-Programmed Keys

Programmable One Touch DSS/BLF Buttons

9 Fixed Function Keys

Volume Control
Press volume up/down to adjust speaker, handset and background music levels, ringer level and ringer type. Each volume setting can be adjusted while in that mode.
To adjust ring volume - dial #136
To adjust ring type - dial #1362

Last Number Redial
Press the (*) key on the dial pad to redial the last phone number dialed.

Microphone