






The Personal Directory

The Personal Directory allows you to program 12 numbers which can be dialed automatically with 2 keystrokes.


To program the personal directory,

key in the following sequence: ;


; ; ; ; key in the number you wish to store including the 9 for accessing an outside line, if necessary.

After you have entered the number you

wish to save, press , then .

Select a **key** on the keypad (1-9, *, 0, or #) followed by . Record your entries below.




Placing a call using the personal

directory:  plus the key on the keypad you programmed for the number you wish to reach.

Key	Destination
1	
2	
3	
4	
5	
6	
7	
8	
9	
*	
0	
#	

Voicemail

To set up voicemail for the first time from your own extension, you will need to enter a new password, record your name, and record a personal greeting.

- Press  key. The display should read No Message.
- Press . The display should now read 00 Msg Vmail.
- Press  again. The display will show Voicemail.
- **Listen** to the voicemail tutorial.
- Enter your **extension** number as the password provided to you by your system manager.
- You will be prompted by the system to enter your new password. Key in a **new password** of at least 4 digits.
- The system will request that you record your name. **Speak your name** after the tone and press the pound (#) key. The voicemail system will play the greeting back to you to accept by pressing the pound (#) key or to rerecord (*).
- Next, to record your personal greeting press **2**. **Record your greeting** after the tone. When you are done, press # to accept or * to rerecord.
- **Listen** to the final reminders of the tutorial. You need to listen to this in its entirety one time so it will not play each time you access voicemail

Further voicemail instructions are provided as part of your telephone training.




Quick Guide for the Easy Reflexes™ Phones and Voicemail

General Information about Your Easy Reflexes™ telephone:


Line Buttons:


Line 1 and Line 2 are both your extension number. You are able to have two incoming calls, two outgoing calls, or one of each. The calls may be internal or external calls.

Pre-programmed Keys:


	Hold		Personal Directory
	Redial		Conference
	Mail		Transfer


Other keys include:


 To start programming mode, to display information, or to terminate programming

 To terminate a call or programming

Audio Keys:

 To reduce speaker or handset volume




 Station speaker (to allow others to hear the caller while you use the handset) or press **OK** to confirm certain features


 To increase speaker or handset volume

IMPORTANT: Your Easy phone is **not** a speakerphone. There is no microphone to transmit your voice. The speaker allows you to dial and listen hands-free.

Answering a call: Simply lift the handset.

Originating (placing) a call: Press **9** followed by the complete **number** you wish to call.

Answering a second call: During a call, you can answer a second call. If there is an incoming call, you will hear a beep and see a flashing  key. The display will show the caller's identity until you either answer the call by pressing the  key (the first call is placed on hold automatically) or until the call is forwarded. To recover the first call, press the corresponding  key.

Redial  Automatically redials the last number you called.

Park
Parking an external call means to place it on hold on either your own extension or any extension on the system for retrieval at a different telephone.


To place a call on park:
Press the line key, then ***75** followed by the station (**extension**) number of the destination.

Note: Failure to enter a destination leaves the call parked on your extension.



To retrieve a parked call at the destination telephone: Press ***75**.



To retrieve a parked call at any other telephone in the system: Press ***75** plus the **extension** number of where the call is parked.

If a parked call is not retrieved, it will eventually default to the operator.

Moving between calls: Moving back and forth between calls does not require the use of the hold key. Just press the  key for the party with whom you wish to speak. The other caller is automatically placed on hold. If you accidentally hang up the handset to release a call while another call is holding, the phone will ring back to allow you to recover the call

Transfer


Unannounced: Make a second call by pressing the open  key, press the  key. Hang up.

Announced: Make a second call by pressing the open  key. Speak to the person to whom you are transferring the call. Press the  key. Hang up.

Conference Call

Call the second person (first call is automatically placed on hold)

Press  to join the calls

Pressing  a second time cancels the conference and recovers the first call.

Forwarding Calls

Enter the code for the type of forwarding you want to establish plus destination.

***60** immediately forwards all calls to destination

***61** immediately forwards on a busy. If the telephone is idle, calls will ring.

***62** forwards calls on no answer (after rings). Busy calls follow default programming (usually to voicemail).



***63** forwards calls on busy or no answer (after rings)

***64** cancels all types of forwarding (does not cancel the default programming to voicemail)

Other Commonly Used Features:

Adjusting Display Intensity


Press ***67** to access the adjust display feature.


  to select the level. The visibility will change with each keystroke.

Press  to confirm.

Adjusting the Ringing Tone (Melody)


You can change the melody which plays when your telephone rings. With the telephone in an idle state, press

. Continue pressing this key until you hear the melody you would like to key.

Press  to save your choice.



You can adjust the volume of the ringing tone at the same time by pressing the

 and  keys.

Press  to save your choice.

Identifying the Extension

To find the name and extension number of

your Easy phone, press   to display the name assigned to the

extension, then  for the extension number.

Pick

Calls ringing on another extension can be answered on your telephone using one of two pickup methods:

Direct Call Pickup: Press ***72** followed by the **extension** number.

Group Call Pickup: After having your telephone system administrator put extensions into a Pickup group, press ***73** and any ringing extension in that group will transfer to your phone.