

## IPKII/SV8100 Telephone and VoiceMail User Info

**To call using an outside line:** Pickup the handset and dial 9 + the number you are dialling

**Transfer a call to another phone:** With the call on the phone, press TRANSFER and the extension number of the person you want to transfer to, then announce the call and then Hangup the phone. (Alternatively, if you have a ONE-TOUCH button with an extension on it already, Transferring is much easier by simply pressing the ONE-TOUCH button, announcing the call and hanging up.

**Conference Call:** With a call in place on the phone, press CONF, then dial 9 and your other phone number, and press CONF CONF, and that will setup a conference call for you. When you hang up, both calls hang up as well. (DO NOT USE SPEAKER PHONE TO SETUP THE CONF CALL, you can press SPEAKER later when the call has been setup or else the Conference call will not work!)

**Redial last number dialed:** To redial the last number, press redial repeatedly and it will scroll through the last 10 numbers you have dialed, once you find the right one, pickup the handset to dial out.

**Group Listen:** To have your co-workers hear the conversation from the speaker while you are on the handset, press SPEAKER SPEAKER on you phone.

**To Check VM from home:** Dial the office phone number, then press # + ext, then follow the prompts; To check VM in the office, simply press the MESSAGE button and follow the prompts on the display of the phone.

**To Leave a quick message to your coworkers:** Dial the office, then press \* + ext + \* to record a message without having to listen to the greeting message, or if in the office dial ext + 7\*, ie to leave a message for ext 101, dial 101 7\* and speak your message.

All phones have Automatic Call Forwarding Busy or No-Answer Calls to your Voice Mail Box, so make SURE that you record a personal greeting!

DANMAX COMMUNICATION LTD.

## **IPKII/SV8100 Telephone and VoiceMail Admin Info**

**To Change the time on the phones;** press SPEAKER + 728 + HH MM + SPEAKER  
(ie for 3:05pm press SPEAKER + 728 + 15 05 + SPEAKER)

**To Program a speed dial on the phone** press SPEAKER + 753 + (3 digit spd dial number 000-999) + 9 + tel number + HOLD + HOLD + SPEAKER  
(ie for calling danmax on speed dial 000, press SPEAKER + 753 + 000 + 9 18006610806 + HOLD + HOLD + SPEAKER)

**To Program a button on the Phone;** press SPEAKER + 751 + BUTTON + 01 + HOLD + ext # HOLD + SPEAKER

**To Cancel PHANTOM MW Light on the phone;** press SPEAKER 773 SPEAKER

**To Set Call Forward Busy/No Answer;** the phones are preprogrammed to goto Voicemail if busy or not answered, but if the setting has been accidentally deleted, you can refresh it by pressing SPEAKER 744 1 125 SPEAKER.

**To set DND;** press DND button +1 for Ext Calls blocked, +2 for Internal calls blocked, +3 for All calls blocked, or +0 to Cancel DND

**To Turn OFF the Auto Attendant and have all phones ring** (in case of VM failure): dial SPEAKER + 7182 + SPEAKER. To Turn BACK ON the Auto Attendant; dial SPEAKER + 7181 + SPEAKER.

**To Record the Company greetings:** Press MESSAGE + 72 4 + 001 (Main Greeting) + 7 to record + follow the prompts;

**To record the sub Menu message(future);** Press MESSAGE + 72 4 + 002 (future Menu) + 7 to record + follow the prompts;

**To Administer Mail boxes ie to delete passwords or delete greetings from staff no longer there:** MESSAGE + 72 7 + ext + follow prompts