

Edgefield County School District Unified Telephone System


Quick Guide T46G Office Phones

Placing a Call

Using the handset:

1. Pick up the handset.
2. Dial the number, and then press the **Send** soft key.

Using the speakerphone:

1. With the handset on-hook, press  icon.
2. Enter the number, and then press the **Send** soft key.

Answering a Call

Using the handset:

Pick up the handset.

Using the speakerphone:

Press the  icon.


Note: You can ignore an incoming call by pressing the **Reject** soft key.

Ending a Call

Using the handset:


Hang up the handset or press the **End Call** soft key.


Using the speakerphone:

Press  or the **End Call** soft key.


Re-dial


Press  to enter the Placed call list, press  or  to select the desired entry, and then

press  or the **Send** soft key.

Press  twice when the phone is idle to dial out the last dialed number.


Call Mute and Un-mute

Press  to mute the microphone during a call.

Press  again to un-mute the call.

Call Hold and Resume

To place a call on hold:

Press  or the **Hold** soft key during an active call.

To resume the call, do one of the following:



If there is only one call on hold, press  or the **Resume** soft key.

If there is more than one call on hold, press  or  to select the desired call, and then press  or the **Resume** soft key.




Call Transfer

You can transfer a call in the following ways:




Blind Transfer

1. Press  or the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press  or the **Transfer** soft key.

Semi-Attended Transfer


1. Press  or the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press  or the **Transfer** soft key when you hear the ring-back tone.

Attended Transfer

1. Press  or the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press  or the **Transfer** soft key when the second party answers.

Voicemail

Logging In:

1. Press the  button on your phone.
2. If you are outside of the office, to get to your voicemail. Enter your extension # and press the * key once your message begins.

The First Time You Log In:

Your ECSD default password is 1234 and your extension number. (ex. 123406123)
You should change some settings.

- Record your name for directory listings
- Record your busy greeting (I am on the phone and can't take your call)
- Record your unavailable greeting (I am away from my desk and can't answer now)

Change your password. **VERY IMPORTANT!** Password **Can Not** be your extension number.

Main Menu:

The main menu will be the first menu that you are presented with once you have logged in.

- 1 - Listen to messages in the currently selected folder.
- 2 - Change folders.
- 3 - Advanced options.
- 0 - Mailbox options. (This is the option you press to change greeting and your password.)
- * - Help or Repeat the menu options.
- # - Exit from the voice mail system.

Mailbox Options:

- 1 - Record your unavailable message.
- 2 - Record your busy message.
- 3 - Record your name.
- 4 - Record your temporary greeting.
- 5 - Change your password.

Recording a Temporary Greeting:

If you do not have a temporary greeting set, you will immediately be asked to record a temporary greeting. If you do have a temporary greeting set you will be presented with the following menu:

- 1 - Record a temporary greeting.
This will allow you to record a new temporary greeting.

Accessing Your Mailbox:

- 2 - Erase temporary greeting.

Once your temporary greeting has been erased callers will be presented with either your busy or unavailable messages, depending on your status.

- * - Return to the main menu.

The Message Envelope:

The voice mail system will play back the message "envelope". The message envelope may consist of the following items:

- Position.
- Date and time that the message was received.
- Caller ID information.

Pressing "1" any time during the playback of the message envelope will skip to the message playback. The voice mail system will then play back the message.

During Message Playback:

During the playback of the message, any of the following buttons may be pressed:

- * - Rewind the message by 3 seconds.
- # - Fast forward the message by 3 seconds.
- 0 - Pause the message playback. Press any other button to resume playback.

1456789 - Pressing any of these buttons will halt the playback of the message and perform the corresponding action from the post-message playback options.

After Message Playback:

After the message has been played back, the system will play a prompt and wait for you to press a button:

- 1 - Go to the first message in the current folder.
- 2 - Change folders.
- 3 - Advanced options.
- 4 - Go to the previous message in the folder.
- 5 - Replay the current message.
- 6 - Go to the next message in the folder.
- 7 - Delete or un-delete the message.
- 8 - Forward the message to another user on the system.
- 9 - Save the message to a different folder.
- 0 - Mailbox options.
- * - Replay the prompt.
- # - Exit the voice mail system.

Advanced Options After Listening to a Message:

The following buttons may be pressed in the "Advanced Options" menu while you are listening to a message.

- 1 - Record a message and send it directly to the mailbox of the person that sent you the current message.
- 3 - Play the message envelope.
- 5 - Leave a message for another user on the system.
- * - Return to the main menu.

Changing Folders:

If you select the option to change folders the system will present you with the following options:

- 0 - "New" messages.
- 1 - "Old" messages.
- 2 - "Work" messages.
- 3 - "Family" messages.
- 4 - "Friends" messages.
- # - Cancel the change folder operation.