Softkey	Function
History	Access the call history.
Contact	Access the contact lists.
DND	Toggle Do Not Disturb on or off.
Menu	Access the phone menu.

https://www.youtube.com/watch?v=Sh4PMMsvEVg

Go to timestamp:

- 0.27 - Outgoing Calls
- 0.51 - Incoming Calls
- 2.01 - Call Parking
- 2.56 - Transfers
- 3.36 - Conference calling
- 3.57 - Key Features
- 4.40 - VoiceMail

Directions for setting up your voicemail

1. Click on the envelope icon button
2. Enter the default pin of 123123 and press ok and then the more button (soft keys)
3. Press the down arrow (silver arrow keys above the keypad) one time and select the dial into voicemail option using the ok button (middle silver button).
4. The phone should enter in the default password (123123) If not enter this again
   STOP! Wait until prompted to continue
5. You will then be prompted to enter a new pin (this must be six digits and will need to be entered in twice) followed by the pound sign (#)
   You should hear a message that you were successful - The following steps can be completed at a later time but will be much easier to complete at the same time
6. Press 0 to enter the mailbox options
7. Press 2 to record your message and then hit pound when you are done
8. Press 2 to listen to your message and hit 1 to save it
9. Hang up

Directions retrieving your voicemail from you own phone

1. Click on the envelope icon button
2. Enter your pin number and press ok (soft key or silver button)
3. Voicemail screen should be showing
4. Use the Soft Keys to play/delete messages and silver keys to move up and down through the messages.

Directions retrieving your voicemail from another phone in district

1. Dial *98
2. When asked enter your extension followed by the pound sign (#)
3. Enter your pin number followed by the pound sign (#)
4. Follow the voice prompts to listen to your voicemail

Directions retrieving your voicemail from outside the district

1. From outside line, dial **952-491-8010**
2. When greeting begins dial *98
3. When asked enter your extension followed by the pound sign (#)
4. Enter your pin number followed by the pound sign (#)
5. Follow the voice prompts to listen to your voicemail

Menus

Main Menu

1 key - listen to new voicemail

2 key - listen to old messages

0 key - mailbox options

* key - help

key - exit

Voicemail playback options for:

- **calling from another district phone**
- **calling from out of the district**

5 key - replay message

7 key - delete voicemail

8 key - forward voicemail to another extension

9 key - same this message

* key - help

key - exit

- **Calling from your phone use soft keys for menu**

Personal Options for mailbox

1 key - Use standard greeting (the person at extension 0000 is unavailable,
please leave a message)

2 key - Record New Greeting

3 key - Standard Name

4 key - Record Name

5 key - Change pin (needs to be at least 6 digits long)

* key - return to main menu

Notes

- While listening to voicemail you are not in the voice mailbox to change greetings and settings.