



PHONE FUNCTIONS REFERENCE CARD

VoiceMail Shortcuts

The following shortcuts are available while listening to a voicemail message:

*1	REPLY to this message.
*2	FORWARD this message.
*3	DELETE this message.
*4	REPLAY this message.
*5	Play the PREVIOUS message.
*6	Play the NEXT message.
*7	REWIND the message 10 seconds.
*8	FAST FORWARD the message 10 seconds.
*9	CALL BACK the user who left the voicemail.
*#	SKIP to the end of the message.

Changing Message Center Settings

The Message Center System Settings listed below can be changed while logged into the Allworx Message Center (press 4 from the Main Menu):

- Name recording
- Presence setting
- Password
- Presence greetings
- Maximum recording time for messages

Answer Alternate Extension

A user can answer another user's ringing phone from their own handset by dialing **7 + the alternate phone's extension**.

Directory Webpage

This webpage gives access to a listing of user extensions and email IDs (Directory), Distribution Lists, Presence settings, Phone Features and, if installed, Conference Scheduling. You must login using your Allworx username and password to access your specific information.

To access the page, enter either the IP address of your server on your local area network or the host name. This address is included on your Allworx New User Welcome Sheet, or your System Administrator can provide this information. Below is a place to enter your server's address.

Example — <http://192.168.2.254>

Paging

OVERHEAD

Dialing extension **402** activates the overhead paging system. Once activated, users can use their phone to make an announcement that is transmitted through each handset's intercom or to the overhead paging system.

ZONES

Dialing **46#** (# representing a Paging Zone 0 through 9) on the phone will broadcast audio to any of the phones that are members of the Paging Zone, which is set up by a System Administrator.

Queues

LOGIN / LOGOUT

To login and logout out of a Queue, press and hold a Queue button on the phone. When logged out of a queue the button will be a solid red (no callers in queue), or flashing red (1 or more callers in queue). When logged in to a queue the button will be off (no callers in queue) or flashing green (1 or more callers in queue).

For more detailed information, go to www.allworx.com for access to the Allworx Phone Guide, Message Center Guide, and Conference Center Guide.

Phone Functions

LCD Contrast

To adjust the contrast of the phone's LCD display, press the button below CONFIG, select PREFERENCES, then LCD CONTRAST. Use the **up/down arrows** to change the contrast.

Outside Line Access

- Dial **9 + phone number**.
- Dial **78 + PIN + phone number** (if you have been assigned a PIN).

Personal Speed Dial

TO SETUP:

1. Press the button below CONFIG.
2. The PERSONAL SPEED DIAL selection should be highlighted; press the **Select** button.
3. Use the **up/down arrows** to choose a desired speed dial number, then press **Select**.
4. Use the keypad to enter the extension or phone number, press **Select**.
5. Use the keypad to enter a name to associate with the entered number.

Note: The **#** key places a space between characters and the **up/down arrows** act as a backspace.

TO USE:

1. Pick up a freeline.
2. Press the button below SPDIAL.
3. Press a number on the keypad associated with a programmed extension or phone number.

Phone Directory

Press the **Up/Down Arrows** to display the company directory and either use the keypad to spell the person's last name or scroll to the desired entry, then press **Select**.

Check Voicemail Messages

If you have access to your phone press the **Messages** button, otherwise dial **6 + your extension** from any office phone or from within the company Auto Attendant.

Change Presence Setting

Press and hold the **Mute/DND** button until a list of presences appear on the LCD display. Use the **up/down arrows** to make a selection.

Do Not Disturb

Press **Mute/DND** to place the phone in Do Not Disturb mode. The phone will not ring, the Mute/DND button will be illuminated amber, and any calls to the user will go directly to voicemail.

Intercom

Press the **Intercom** button, and then dial the extension of the person you would like to talk to.

Call Forwarding

Dialing **45 + an extension** will forward any calls that come into the phone to that extension. To disable Call Forwarding for the phone, dial extension **450**.

Transfer

UNANNOUNCED (Blind)

1. Press the **Transfer** button. The current call is placed on hold.
2. At the dial tone, dial the extension to where you want to transfer the call.
3. The call will automatically be transferred if the recipient does not answer, the call will follow the recipient's call route.

ANNOUNCED (Attended)

To talk to the person to whom you are transferring the call before the transfer goes through:

1. Press the **Transfer** button.
2. Select a second line.
3. Dial the extension to where you want to transfer the call.
4. Talk to the new recipient.
5. Press the **Transfer** button again. The two parties will now be connected.

If you want to cancel the transfer, press the **Release** button. To return to the original caller, press the button where the call is currently being held.

TO A USER'S VOICEMAIL

Dialing (or transferring to) **3 + user extension** will connect a call to a particular user's voicemail.

Parking

UNANNOUNCED LOCATION

1. Press the **Transfer** button.
2. Dial extension **740**.

ANNOUNCED LOCATION

1. Press the **Transfer** button.
2. Select a second line.
3. Dial extension **700**.
4. The parking location will be announced (701-709).
5. Press the **Transfer** button again to finish parking the call. (*For additional Call Park customization please see your System Administrator*).

3-Way Conference

After connecting to the first person, follow these steps to initiate a 3-way conference:

1. Press the **Hold** button.
2. Select another line then call the second person.
3. Press the **Conference** button.
4. Press the flashing button where the first person is holding.
5. All three callers are now able to conference. The **Conference** button will be illuminated solid red.

Conference Center

Dial extension **408** from any handset or Auto Attendant to enter the Conference Center. A Conference ID and Password will be required. This is an optional feature; check with your System Administrator to see if this feature has been enabled.

Note: Items on the LCD screen ARE INDICATED LIKE THIS. Physical buttons to push **are indicated like this**.