

## voicemail

Note: Voicemail services require the voicemail module to be installed.

### enter a personal greeting

Press the "message" key

Enter your Station number or select the Station from the menu

Then enter your voice mailbox password followed by #

Select greetings

Follow the text and voice prompts to enter and check your greeting

### turn on your voicemail

Divert on 'no answer' to the voicemail is automatically set when a voice mailbox is allocated to your station

You may also select the other divert options as required

Press the scroll down key until 'station divert' is displayed

Select station divert

Select station divert on busy or

Select station divert all calls

Select 'station divert to voicemail'

### retrieve messages from your voice mailbox

The 'message waiting' light indicates that a new message has been left

Select new voice messages

Enter your station number or select the station from the menu

You will be prompted to enter your voice mailbox password, followed by #

Select play

### change your voice mailbox password

Press the "message" key,

Enter your station number or select the station from the menu

Enter your existing password, (default is 1111), followed by #

Press the scroll down key

Select change password and

Enter your new password (up to 8 digits long – e.g. 12341234)

Select confirm or press #

### personal speed dials

Program your personal speed dial list – numbers and names. Only external numbers can be programmed into speed dials

Press the directory key, then

Select personal entries

Select the location you want to program, and

Enter the number (no leading zero is required)

Select confirm

When prompted enter a name

Press 2 once for A, twice for B, three times for C; press 3 once for D, twice for E, three times for F; and so on.

Wait two seconds for the screen cursor to move on before entering the next letter.

A maximum of ten characters per name (including spaces) is allowed.

On completion of the name

Select confirm

Press the hands free key to finish programming

### dial a number from your personal speed dial list

Press the directory key, then

Select personal speed dial

Select the desired location and the number will be dialled

### system speed dials

Any extension can program the 500 system speed dial numbers once they enter the system password

### program system speed dial list – numbers and names

Press the directory key, then

Press the scroll down key

Select system entries and then

Enter the system password

Select the location you want to program, and

Enter the number, and then

Select confirm

When prompted to enter a name

Press 2 once for A, twice for B, three times for C; press 3 once for D, twice for E, three times for F; and so on.

Wait two seconds for the screen cursor to move on before entering the next letter.

A maximum of ten characters per name (including spaces) is allowed.

On completion of the name

Select confirm

Then select the outgoing line group

Press the hands free key to finish programming

### dial a number in the system speed dial list

Press the directory key, then

Select system speed dial and then

Enter the first letter of the name

Select the entry and the number is dialled

### key feature summary

Feature	Code	Feature	Code
Account Codes	791	Night Service – on/off (Station 20 only)	738
Call Pick-up (incoming calls only)	726	Operator/Station 20	9
Call Pick-up Group (all calls)	727	Page – Keystations	7
Tone Protection	725 (R725)	PA – answer	717
CLIR activation	724	PA announcement	720
Conference	R3	Page All	795
Display Messages	729 (1–8)	Pick up parked call	712
Divert All	732 xx	Redial	77
Divert on Busy	733 xx	Reminder Call	718
Divert on No Answer	734 xx	Reminder Call cancel	718*
Do Not Disturb – set/cancel	736	Retrieve a call placed on hold	719
Log in / Log out of Hunt group	723	Reset telephone	739
Door Open	731 (R731)	Saved Number Redial	781–785
Station Lock – change code	714 xxx	Speed Dial – personal numbers	74 (01–30)
Station Lock – lock/unlock	713 xxx	Speed Dial – system numbers	8001-8500
Long Line Station	52	Speed Dial / Programming personal numbers	75 (01–30)
Follow Me	735 (Password) xx	Voice call (to an individual Keystation)	715
Group Divert All Calls	792	Voice Mailbox number	710
Group Divert on Busy	793	Voicemail–retrieving	711
Group Divert on No Answer	794	Waiting tone	R8

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Connect V6  
Executive IP keystation quick reference guide

# Connect Executive IP Phone features



## features

- 01 voice message indicating light
- 02 speaker
- 03 volume
- 04 scroll
- 05 hold
- 06 voice message retrieval key
- 07 cancel
- 08 programmable keys
- 09 program
- 10 message
- 11 directory
- 12 network
- 13 mute

The Executive IP Keystation provides similar functionality as the Connect Executive Keystation. It has a similar menu system with Program, Message, Directory, ISDN, as well as 16 programmable keys. It also has a Voice Message indication light, speaker with volume control. Additionally it has a Hold and Voice Message button.

## Keystation setup

To select a different ringing tone  
 Select program  
 Press the scroll down key  
 Select ringing options and select a different ringing tone  
 Press the scroll down key  
 Select confirm or exit to cancel

To select a different display contrast  
 Select contrast options and select a different level of contrast  
 Select exit

## answering and making calls

answer a call that is ringing on the Keystation using the handpiece

Pick up the handpiece or  
 Select answer the call  
 and/or pick up the handpiece

answer a call that is ringing on the Keystation using hands-free

Select answer the call

make an external call

Pick up the handpiece  
 Press a free line key  
 or dial 0 and then the number

make an internal call

Select internal call  
 Select the appropriate station, or  
 Dial the station number (20 - 59 or 150 -161),  
 and pick up handpiece

## transferring calls

Note: The following instructions assume you are on a call

transfer a call to an internal number

Select Internal transfer  
 Select the appropriate station, or  
 Dial the station number (20 - 59 or 150 -161)  
 and when the call is answered  
 Select transfer

transfer an external call to an external number

Select external transfer  
 Select an available line as indicated by '<>' and then  
 Dial the external number and when the call is ringing on the external number  
 Select transfer

## deflecting calls

Note: The following instructions assume that your station is ringing

deflect a call to another station

Select deflect the call  
 Select Stn. no.

deflect a call to your voicemail box

Select Deflect to voicemail

## diverting calls

divert all calls

Press the scroll down key until "Group Divert" or "Station Divert" is displayed  
 Select divert  
 Select divert all calls  
 Dial the internal station number (20 - 59 or 150 -161), or  
 Dial 0 and the target external number, and press 'confirm', or  
 Press 'Divert to voicemail'

cancel divert all calls

Select cancel divert

divert calls when your station is busy

Press the scroll down key until "Group Divert" or "Station Divert" is displayed  
 Select divert  
 Select divert when busy  
 Dial the target station number, or  
 Dial 0 and the target external number, and press 'confirm', or  
 Press 'Divert to voicemail'

cancel divert a call on busy

Press the scroll down key until "Group Divert" or "Station Divert" is displayed  
 Select divert  
 Select divert when busy  
 and the diversion is cancelled

divert calls when your station does not answer (after four rings)

Press the scroll down key until "Group Divert" or "Station Divert" is displayed  
 Select divert  
 Select divert on no answer  
 Dial the target station number, or  
 Dial 0 and the target external number, and press 'confirm', or  
 Press 'Divert to voicemail'

cancel divert a call on no answer

Press the scroll down key until "Group Divert" or "Station Divert" is displayed  
 Select divert  
 Select divert on no answer  
 and the diversion is cancelled