

UX5000 Telephone Cheat Sheet for Line Keys and Voicemail

To Answer a Ringing Phone

Pick Up the handset
OR
Speaker for hands free

To Make Call

Select Loop key
Dial the number

To Park a Call

Press open Park key

Hold

Press HOLD
Hang Up

Transfer a Call

Press the TRF soft key OR press Hold
Person's name
OR Extension number
Announce call
Hang Up
The hang up completes the transfer of the call.

Transfer to Co- Workers Voicemail

Press the TRF soft key OR press Hold
Vmsg soft key at the display
Person's name
OR Extension number
Hang Up

To Place a Conference Call from Desk

Make or place the first call

Press **Conf**
Repeat as above for each additional contact
Press **Conf** to add self to conference
*Start conference calls with the handset, after you are added to conference then you may go to speakerphone

DND – Do Not Disturb

Press DND plus 3 is Do Not Disturb All
2 is Do Not Disturb Intercom
1 is Do Not Disturb External
To CANCEL press DND plus 0

LND – Last Number Dial (Redial)

Press LND then Call 1 or Call 2
To scroll last 10 numbers dialed
Press LND-repeat until you find the number you want
Then hit Call 1 or Call 2
(You can go back 10 numbers)

LOOKING AT CALLER ID LOG

Using the clear keys below the display
Press List
Press CID
Use up and down arrows to scroll
Pick up handset to dial the number

CAMP ON

When an extension is busy you can be next in line
By camping on
Press busy ext. number then 2
(when ext. becomes available it will ring both your phone and the ext. selected)

To Cancel Camp On

Lift Handset
Call 1 Key + 870 + Hang Up

Using the Directory

Use clear soft keys below display
DIR
ABbc
Enter the first 1 or 2 letters of the name you are looking for using the alpha numeric key pad
Press the UP arrow
Scroll to locate correct name
Lift handset or press speaker key to make call

Call Forward Off Premises

Use soft keys
Down Arrow
Prog
Cfwd
>Dev
OffP
enter 9 plus your cell number
Hold

To cancel

Use soft keys
Down Arrow
Prog
Cfwd
Cancel

PICK UP ANY RINGING PHONE FROM NON-RINGING PHONE

PICK UP HANDSET
PRESS * #

PICK UP A CALL RINGING AT A SPECIFIC EXTENSION

Press * * dial extension number

Telephone Cheat Sheet

Retrieve Voicemail

Press **MSG**

(enter security code)

Press **5** (Listen to next message)

Time / Date - 84

Press **3** to Erase

Press **9** to eXit

Retrieve Voicemail Remotely

Call Main Number

Auto Attendant answers Press #

Enter **extension number**

Enter **Password**

(the rest is just like in the office)

Other things you can do while listening to a message

Message Forward – 63

Make Call to Sender – 62

Back Up a few Seconds – 2

Back Up Beginning – 22

New Messages - 16

Saved Message list – 17

Held Message List - 14

Pause - *

From any office phone you can dial 700 and enter your mailbox number to check messages

Set up your mailbox Greeting

From your phone press the (Black) **MSG** key (on the left side of your telephone)

OR SELECT CALL 1 KEY ENTER YOUR MAILBOX NUMBER CONTINUE AS BELOW

If a *security code* is requested enter **0000** - You may change this after you enter your greeting. (see mail box options on voicemail guide)

Enter **0** for the *main menu*

Enter **4** for Greeting

Follow the prompts (Aspire S select 1)

Select **7 to record**

Select **# to end**

Select **5 to listen**

When done with the greeting select # to return to main menu

Select **76 to record your name**

Following the prompts.

7 to record and # to end

When done hang up

Setting Up your Security Code

From the your voicemail box main menu select

Select – 67 Mailbox options

Select – 7 Security code

Lift your handset and key in the 4 digit security code of your choice

The system will announce it back to you for verification, if correct select 2