

Auto Attendant Setup

Log into your voice mail (or dial 6 plus your extension from any phone)

- Press 9 to manage system recordings
- Press 1 to manage Auto Attendants
- Press number of auto attendant (typically 1#)
- Press 1 to manage Greetings
- Enter the number of the Greeting you want to manage
 - Open Greeting, Select 0
 - Closed Greeting, Select 1
 - Lunch Greeting, Select 2
- Select 2 to record a new greeting
 - Record the Greeting and press # when done
 - Select 1 to save the greeting
 - Select 2 to change the greeting
 - Select 3 to Review the greeting
 - Select # to cancel the change
- Select 3 to review the existing greeting

Summit Communications

1175 Call Pl
Ste 101

Pocatello, ID 83201

Phone/Text: 208.237.4900

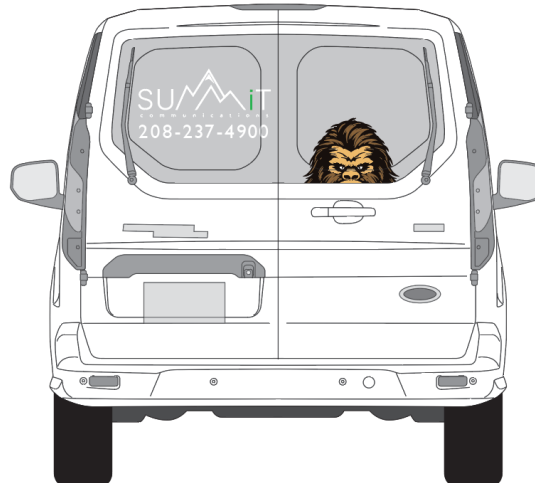
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Allworx Phone Instructions

PHONE/TEXT: 208.237.4900



Basic Voice Mail Setup

To Access Voice Mail Setup

- Press MESSAGES button twice.
- Type in your 4-digit pin number and then # button. (Default is 1234)
- Press 4 to get the Message Center System Settings.

To change recorded name

- Select option 2
- Say your name and press the # key when finished.
- To save Press 1, Change again Press 2, Cancel Press #.

To change Default Greeting

- Select 3 to Manage Greetings
- Select 0 to Manage Default Greeting
- Select 1 to Record your Default Greeting
- Record you greeting and press # key when finished
- To save Press 1, To review Press 2, To change press 3, To quit without saving press #

To change your Password

- Select 5 to change your password

Using Visual Voicemail

- Press MESSAGES Button ONCE
- Press OK to confirm extension
- Type in 4-digit pin (Default is 1234)
- Press OK
- Scroll to the desired Voicemail and press the Checkmark Button.
- Use the buttons to the right of the display for stop, rewind, forward while listening to the voicemail.

Allworx Basic Phone Operation

To make a call

- Dial 9 for outside line
- Dial Phone #

To place a call on PARK

- Push the PARK button. (Display will tell where it is parked 701, 702, etc.)
- You can intercom recipient to let them know where the call is parked.
- To pick up the call press corresponding Key (PARK 701, PARK 702, etc.) or dial 701 etc. from any phone.

HOLD Button Operation (Exclusive HOLD)

- Push HOLD button (Exclusive HOLD to CALL key, no one else can pick up)
- Push CALL 1 or CALL 2 (blinking key) to retrieve call.

TRANSFER a call using programable buttons

- While on call press the desired programable button
- **Blind Transfer** – Hang up or press XFR soft key (use Cancel Soft key to get call back)
- **Announce Transfer** – Stay on the line (caller is put on hold). Announce the call and hang up to transfer call to the phone or press the Cancel soft key to get the call back.

TRANSFER a call to an Extension Number, Outside Line or direct to Voice Mail

- While on call push TRANSFER button, call will be put on hold on CALL key – select one of three options:
- Blind Transfer – Dial the extension of the recipient (or 9+number for outside transfer)
- Hang up to complete the transfer

Announce Transfer

- Stay on the line (caller is put on hold). Dial the extension of the recipient (or 9+number for outside transfer). When you announce the call hang up to transfer call to the receiver or press the Cancel soft key to get the call back.

Voicemail

- Press the VMAIL soft key, and dial extension # OR press Programable button for recipient.

INTERCOM Call

- Press INTERCOM BUTTON
- Press programable button of recipient or dial extension number, after beep tone recipient's speakerphone is active.

3-Way Conference Call

- While connected to 1st person press the CONF button.
- Select empty CALL key (This will place 1st caller on Hold)
- Dial extension, programmed button or 9+number for outside call
- Press the CONF button to be connected.
- Pressing a call key will hang up with that party and you can continue talking with the remaining parties.