To place a call:
1. Press **Speaker** or **lift the handset**
2. Dial 8
3. Dial call normally

To answer a call:
1. Lift the handset or press **Speaker**

To transfer a call:
1. Press **Transfer**
2. Press the DSS key of the recipient _OR_ dial the extension you want to transfer to
3. OPTIONAL: announce the call
4. OPTIONAL: press **VMsg** (or **VM** soft key in the LCD) to send the call straight to voice mail
5. Hang up

To park a call:
1. Press any unlit **Park** key (don't press HOLD first)

To retrieve a call from park:
1. Press the flashing **Park** key

Conference Calling
1. Dial participant #1
2. Once answered, **Conf** is displayed.
3. Press the button below **Conf** to add to the conference call.
4. Dial participant #2
5. Press **Add**
6. Repeat Steps 3 & 4 until all participants are added. (MAX participants – 3)
7. Press **Begin** to start the conference.

First time voice mail setup:
1. Press **VMsg**
2. Press **G (4)** for Greeting
   a. Dial the number **1, 2, or 3** for the greeting that you want to record. Typically, most people just use 1.
   b. Press **R (7)** to record your greeting, **#** when you are finished recording
   c. You can press **L (5)** to listen to your recording, or press **#** to exit the greeting menu.
3. Press **RN (76)** for Record Name
   a. Press **R (7)** to record your name, **#** when you are finished recording
   b. You can press **L (5)** to listen to your recording, or press **#** to exit the greeting menu.
4. Press **OP (67)** for Options
5. Press **S (7)** for security code
   a. Enter your new security code, and then press **#**. Your code can be from 2 to 4 numbers.
   b. The system will read your new code to you; you must press **C (2)** to confirm it is correct. If you do not press C then your old code will still be in effect
6. Hang up when you are finished.

To check your voice messages:
1. Press **VMsg**
2. Press **L (5)** to listen to your messages
3. If you want to erase a message press **E (3)**. Messages are automatically saved unless you press **E**.
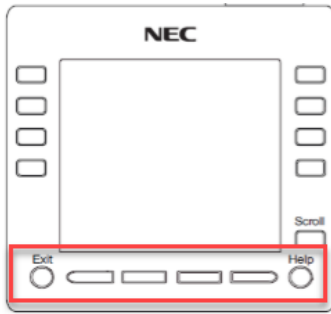
Check your voicemail from your mobile or home phone
   The following steps will not work if a security code has not been set
1. Dial **972.778.7878**
2. During the greeting, press **#**
3. Enter the mailbox (extension) number
4. Enter the security code

To forward your number to another number, such as your cell phone.
> All commands will be using the bottom row of buttons

1. Press the down arrow ↓
2. Press the "**Prog**" button
3. Press the "**Cfwd**" button
4. Press the "**All**" button
5. Press the "**SET**" button. The Speaker button will illuminate.
6. Enter the phone number, 8, XXX.XXX.XXXX
7. Press the Speaker button to end

OR

1. Press **541**. The Speaker button will illuminate.
2. Press **1**
3. Enter the phone number, 8, XXX.XXX.XXXX
4. Press the Speaker button to end

To cancel the forward:

1. 1. Press the down arrow i
2. Press the "**Prog**" button
3. Press the "**Cfwd**" button
4. Press the "**All**" button
5. Press the "**CNCL**" button.

OR

1. Press **541**. The Speaker button will illuminate.
2. Press **0**. You will hear 3 beeps.
3. Press the Speaker button to end

Hotel Speed Dials
The hotel speed dials have been entered into the phone system

1. Press **#2** to access the speed dials
2. Enter the hotel speed dial number (a list may be found on the Office Team website, https://sites.google.com/remingtonhotels.com/Office-team/home)
3. When prompted, enter your authorization code

OR

1. Press the **Address Book** button
2. Use the navigation buttons to scroll through the speed dial list
3. Press the **Dial** button when desired hotel is found
4. When prompted, enter your authorization code