



Reference Card for Non-Bizfon Telephones

Main Menu

1	2 ABC	3 DEF
Reconnect to a call on hold	Extensions 201-208	Transfer a call on hold
4 GHI	5 JKL	6 MNO
	Listen to Voice Mail	Pick up a call on hold
7 PQRS	8 TUV	9 WXYZ
Change Personal Settings	Disable * as Bizfon Hold Key for duration of this call only	Make an outside call
*	0	#
Help	Call Operator	Memory Speed Dial

Meeting Rooms and Conference Calls

- Dial 290 to set up or join a telephone Meeting Room. Up to 5 people can join a telephone Meeting Room.

Dial 299 for Bizfon Customer Care

Placing and Handling Calls

To make an outside call:

- Press **9**.
- Wait for the dial tone.
- Dial the number.

To put call on hold:

- Press the ***** button.

To reconnect to a call on hold:

- Press **1**.

To transfer a call:

- Press ***** to put the call on hold.
- Press **3** to transfer the call.
- Dial the extension or outside number you want to transfer the call to.
- Hang up or stay on the line to announce the caller and then hang up.

Call Forwarding

To forward calls to another extension or telephone number:

- Press **7** to enter Personal Settings.
- Enter extension number and password.
- Press **1** to select Call Forwarding.
- Enter the extension or outside number to which you want to forward your calls.

To put a call on hold and Pick Up the call at another telephone:

- Press ***** to put the call on hold and then hang up.
- Go to the extension where you want to speak to the person on hold.
- Press **6**.
- Dial the extension that has the call on hold.

Do Not Disturb:

- Press **7** to enter Personal Settings.
- Enter extension number and password.
- Press **2** to enable/disable Do Not Disturb.

Setting Up Memory Speed Dial:

You can program speed dial numbers into memory so that you only have to enter a one-digit number to call an extension or outside number.

To set up speed dial numbers:

- Press **7** to enter Personal Settings.
- Press **3** to set up Memory Speed Dial.
- Follow the prompts.

Emergency use:

- Press **9**.
- Wait for the dial tone.
- Dial 911 or the emergency number.

Personal Settings - Press 7 at the Main Menu

1	2 ABC	3 DEF
Set up Call Forwarding	Enable/Disable Do Not Disturb	Set Up Memory Speed Dialing
4 GHI	5 JKL	6 MNO
Re-Record Greeting, Name and Password		Enable/Disable Night Mode
7 PQRS	8 TUV	9 WXYZ
Set Up Call Handling When Not Available		
*	0	#
Exit Personal Settings		

Call Handling When You are Not Available

You can set up your extension for how calls are handled when you're not available to answer. After the specified number of rings, if no one answers, the call is directed to your voice mail.

Use Call Forwarding to:

- Direct calls to another universal extension number.
- Direct calls to an outside telephone number (include 9 for an outside line).

Voice Mail - Press 5 at the Main Menu

1	2 ABC	3 DEF
Play next message	Save message	Delete message
4 GHI	5 JKL	6 MNO
Repeat message		Hear message time and date stamp
7 PQRS	8 TUV	9 WXYZ
Play previous message		Restore deleted messages
*	0	#
Exit voice mail		

Notification

When you pick up your telephone handset, the system tells you:

- How many new voice mail messages you have
- If you have a call on hold
- If Do Not Disturb is on
- If Call Forwarding is on
- If Night Mode is on

Setting Up or Changing your Password

You don't have to choose a password, but if you don't, anyone can listen to your voice mail or change your personal settings from your telephone. Also, without a password, you are unable to use your extension from outside the office.

Passwords must be from 3 to 10 digits. To protect your privacy, you should not share your password with other people.

To set up or change your password:

- Press the **7** button to enter Personal Settings.
- Enter extension number and password.
- Press **4** to Change Greeting, Password or Recorded Name.
- Press **1** to select Change Your Password.
- Follow the prompts to change your password.

Recording a Personal Greeting

You can record a personal greeting that callers hear before they leave voice mail. If you don't record a personal greeting, callers hear "You have reached the voice mailbox of <your recorded name>."

Tips for writing your greeting:

- Write down what you plan to say.
- Read the greeting aloud before recording it to be sure you like the way it sounds.
- You can tell callers that they can press the **#** key in the future to skip your greeting.

To record your greeting:

- Press the **7** button to enter Personal Settings.
- Enter extension number and password.
- Press **4** to Change Greeting, Password or Recorded Name.
- Press **3** to select Change Your Greeting.
- Follow the prompts to change your Greeting.

Changing your Recorded Name

You can change your recorded name, the name that callers hear when the System Greeting presents the list of extensions.

To change your recorded name:

1. Press **7** to enter Personal Settings.
2. Enter your extension number or password.
3. Press **4** to select Change Greeting, Password or Record Name.
4. Press **4** to select Change Your Recorded Name.
5. Follow the prompts to change your recorded name.

Using **#** for Memory Speed Dialing

Memory Speed Dialing enables you to dial telephone numbers that you have previously programmed in memory. See *Setting Up Memory Speed Dial* for information on programming numbers into memory.

- Press the **#** button.
- Press the digit associated with the number stored in memory.

Using Your Bizfon from Outside the Office

To use your Bizfon from outside of the office:

1. Dial your company's phone number.
2. Press **#** during the greeting.
3. Enter your extension and password as instructed by the prompts.
4. Refer to the Bizfon 680 Wallet Card for more information.

Internal and External Rings

When an internal caller is calling, you hear a single long ring.

When an outside caller is calling, you hear two short rings.

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