This layout is designed for two-sided printing. Or else you could paste two, single-sided printouts back-to-back with a glue stick. Trim to a folded size of 3½" by 5½." If printing from Acrobat, specify "none" for page scaling in the print dialog window.

Auto Attendant Recording

General notes

- Use A59 to start
- Subcommands are three digits
- Can erase and re-record only the last-recorded
- Best to erase and re-record all messages.
 Create a written script to read from before changing
- "D" key will exit sub-menus. "D" again exits command.

Cmd	Speech Function		
079	Erase All Messages (do this before recording or re-		
	recording any messages)		
071	Record New Main Greeting		
070	Listen to Main Greeting		
074	Erase Main Greeting *		
061	Record New Night Greeting (Optional)		
060	Listen to Night Greeting		
064	Erase Night Greeting *		
081	Record New Transfer Message (Optional)		
080	Listen to Transfer Message		
084	Erase Transfer Message *		
091	Record New Busy/Don't-Answer Message (Optional)		
090	Listen to Busy/Don't-Answer Message		
094	Erase Busy/Don't-Answer Message *		
x * 1	Record new Secondary Message (Optional), where x		
	is the digit 0 9 that the caller dials at the Main		
	Greeting to hear this Secondary Message		
x * 0	Listen to Secondary Message, where x is as above		
x * 4	Erase Secondary Message, where x is as above		

* Before a message can be re-recorded, it must be erased. If this message was the last one recorded, then it can be erased using the command indicated and re-recorded. However, if another message was recorded after this message, you must erase and re-record ALL the messages.

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PhoneSuite Console Summary

Cancel command

· Press "D."

Answering Calls

Answer incoming call

Press flashing call button.

Transfer answered call to extension

- Dial extension number.
- · Press "C."

Transfer answered call to trunk

- Dial "9" (or "8" or "81"-"89"), then phone number.
- Press "C."

Making Calls

Call extension

• Dial extension number.

Make a phone call on a trunk

- Dial "9" (or "8" or "81"="89")
- Dial phone number.

Transfer console-originated call to trunk

- Select unlit "Call" button.
- Dial "9" (or "8" or "81"="89"), then phone number.
- Press "C.

Cancel transfer in progress

• Press "D."

Hold

Place a call on hold

• Press the "Call" button the call is on.

Pick up a call from hold

• Press the flashing "Call" button for the held call.

Voice Messages

Call an extension's voice mail

Dial extension number followed immediately by "8."

Transfer a call to voice mail

• Dial extension number followed immediately by "8."

Retrieve an extension's voice mail messages

• Dial extension number followed immediately by "8." When voice mail answers, dial extension number again.

Console Summary cont'd

Miscellaneous

Page (if paging equipment connected) • Dial "55" and speak into phone. • Press "D" when done.

Conference call

- Make each call and place on hold.
 Press flashing call button for each call to be added to conference (maximum of 3, one must be a trunk)
- Press "C."

Park active trunk call in a slot for answer from feature extension

- Press "C."
- Dial the slot number that is displayed

- Retrieve parked call not picked up

 Press "A" then dial "44."

 Dial the 2-digit trunk number of the parked call (Trunk 1 is "01.")

Set console date or time

- Dial "*."
- Dial "1" to set time or "2" to set date.

Reset console display

- Press "D"
- (To completely reset console, press "Reset" button.)

Miscellaneous

• Press "AA" and keep pressing "A" to scroll through all commands

Console "A" Level Commands

Group	Cmd	Description
Hospitality Commands	A10	Check In or Out*
	A11	Message-Waiting On/Off*
	A12	Set / Change Wakeup Call*
igi Jan	A13	Set Room Status
n Sp	A14	Clear All Room Status Codes
운호	A15	Allow/Block Long-Distance Calls*
	A16	Allow/Block Local Calls*
	A17	Allow/Block Extension-to-Extension Calls*
	A18	Check Call Duration
	A20	Print Individual Extension Wakeup Report
∞ఠ∞	A21	Print System Wakeup Report
Reports & Displays	A22	Print Room Status Report View PhoneSuite Main Board Software
8.3	A24	
80		Version
	A25	Request Property Management System
		Database Dump
	A30	Forward Extension's Calls
Extr. Fea- tures	A31	Clear Voice Mail*
யிட் 🖹	A32	Do Not Disturb*
	A40	Clear Extension Features*
w	A41	Manual Night Mode On/Off
System	*	Change PhoneSuite's Date and Time
13 ge	A42	Clear 9-1-1 Alarm
% <u>E</u>	A43	Trunk Alarm
"రి	A44	Access Specific Trunk
	A45	Check All Extensions In
	A50	Check-Out Report (Extension Phone Bill)
∞≠	A51	Clear Extension's Phone Bill
ar Gi	A52	Revive Extension Calls
l is si	A53	Set Credit Limit
8₩	A54	Print Credit Violations
Q G	A55	Print Audit Report
Call Accounting & Auto Attendant	A56	Clear Audit Report
0	A57	Check Bill Total for an Extension
	A59	Record Auto Attendant Messages

^{*}Or use the corresponding console button. On console, press "Select Extension," then the extension number. Buttons act as on/off toggles.

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