

Bizfon 680

Personal Settings

To change your personal extension settings, press 7 at the Main Menu:

- 1 Forward calls
- 2 Do Not Disturb
- 3 Set Speed Dial
- 4 Re-record your greeting
- 4 Re-record your name
- 4 Change your password
- 6 Enable/Disable After Hours Answering
- 7 Set number of rings

Press ***** to:

- Get **Help**.
 - Put a call on **hold**.
 - **Cancel** a menu selection.
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To join a **meeting room**, dial 290.

To use the Bizfon 680 from outside the office:

- Dial your company's number.
- Press * during the greeting.
- Enter your extension and password.
- Use any Bizfon 680 Main Menu function.