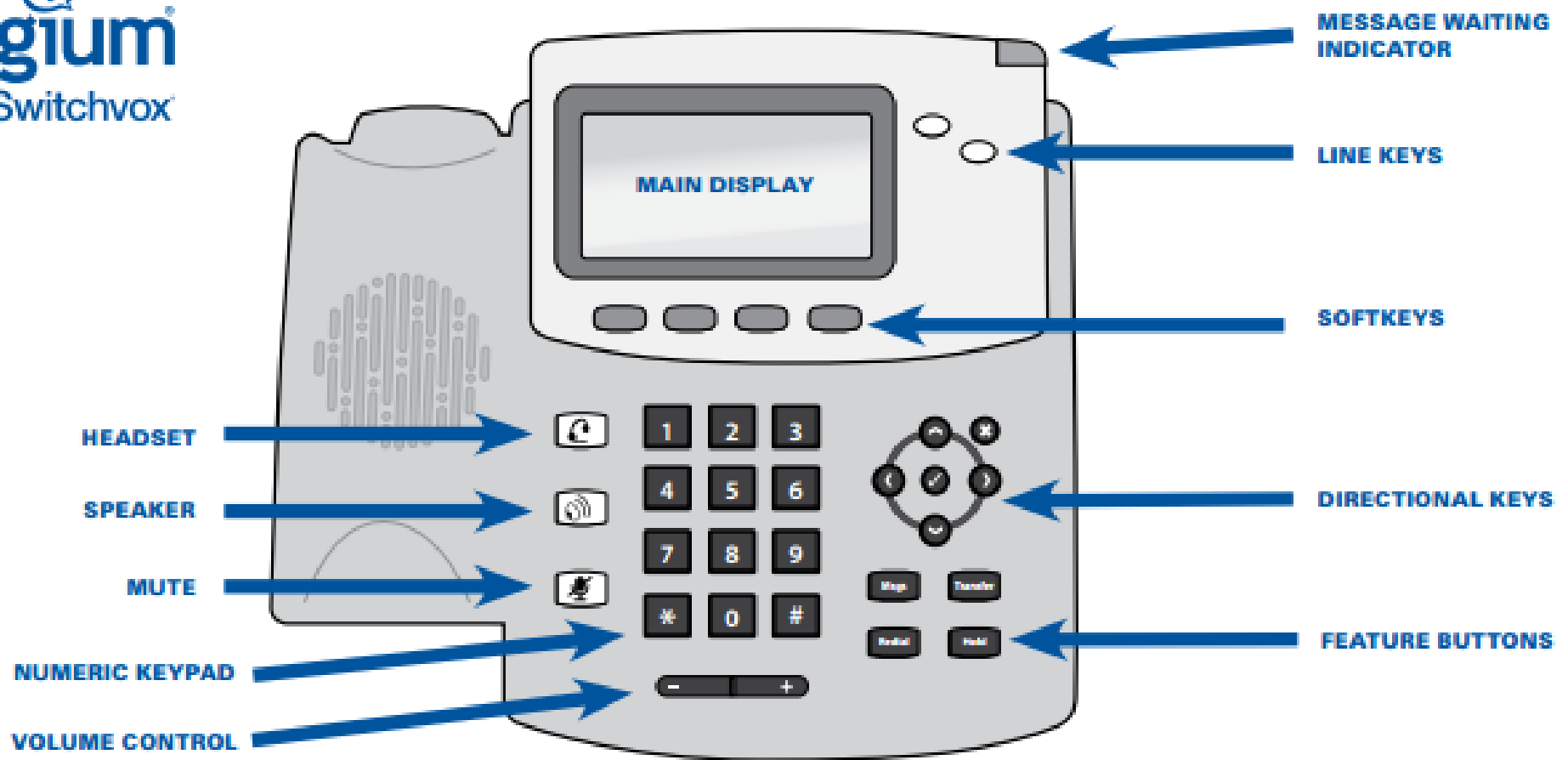
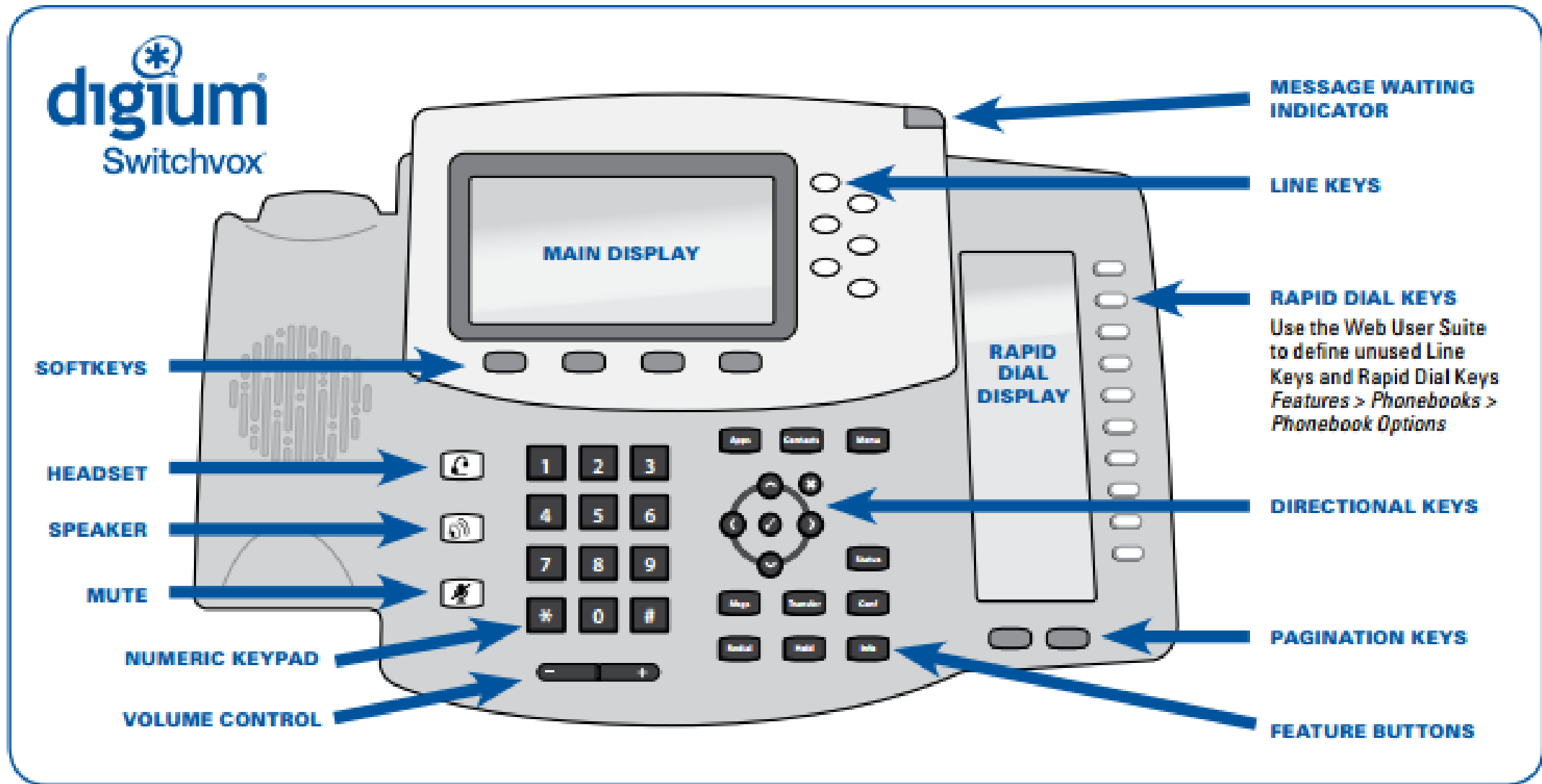


# Digium Training

**digium**  
Switchvox





# Standard Phone Usage



Pick up the handset, or press a line key and dial a number. Or, dial a number and press the Dial softkey.

# Transfers

## Assisted/Unassisted



**Assisted**—During a call, press the Transfer button. Enter a number or press the Contacts softkey to find a number. Press the Dial softkey. When someone answers, inform them of the call to be transfer

**Unassisted (blind)** —During a call, press the Transfer button. Enter a number or press the Contacts softkey to find a number. Press the Transfer softkey, and the transfer is completed.

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# Basic Keys



Voicemail



Hold



Redial






Speaker Phone



Mute

# Basic Keys



-  Voicemail
-  Hold
-  Redial



-  Speaker Phone
-  Mute



# Features



**CONFERENCE (3-Way calls)** - During a call, press either the Conf button or Conference softkey. Make a call, or Resume another existing call. Press Conference again to connect all participants. To end the conference and put both calls on hold, press the Split softkey on either call.

**CONTACTS** - You can use Contacts from within Transfer, Conference, and Forward voicemail. Details include the person's Status.

**VOLUME** – During a call, select the + volume key to turn the volume up and the – volume during call will turn the volume down. When not in a call press the volume + and – to adjust the ringtone volume.

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# Voicemail



899

## Setting Greeting

- Dial 899
- Input default password (if first time access dial 147852 as the password)
- Press 0 for voicemail options (These are the next options you will receive)
  - 1** to record your unavailable message
  - 2** to record your busy message
  - 3** to record your name

# Voicemail



## Setting Greeting

- Dial 899
- Input default password (if first time access dial 147852 as the password)
- Press 0 for voicemail options (These are the next options you will receive)
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