

READiVOICE



The Basics

Soft Keys

The soft keys located underneath the phone screen perform the functions that appear directly above them on the display. Their functions are context sensitive, which means the function of the soft keys change depending upon your current activity. For example, if you are conferencing, the soft keys display functions related to the conference function.

Line Keys

With the VVX 300, you have the ability to access up to 6 lines. The line keys, located to the left and right of the phone screen, indicate the status of your lines and associated activity. The backlighting informs you when a line is idle, ringing, in use, on hold or disconnected altogether.

Navigation Keys

The Navigation keys allow you to scroll through the options and lists on the display keys by pressing left, right, up or down. To select an item, press the Select button (the button in the center of the navigation keys).

Answer a Call

To answer a call, simply pick up the handset or press the Answer soft key, Speakerphone key or Headset key.

Place a Call

To place a call, simply pick up the handset or press the New Call soft key, Speakerphone key or Headset key. Then dial the number.

Other Features

Set up Voicemail

- Initiate a call.
- Press Message key. (You may also dial *62 or your extension.)
- At prompt, enter in a unique pass code, then press #.
- Re-enter your pass code, then press #.
- Follow instructions to record your name.

Follow prompts to:

- Access voicemail box
- Access greetings menu
- Change call forwarding options
- Make a call
- Change pass code
- Exit voice portal

Retrieve Voicemail Messages

A red “message waiting” indicator light notifies you when you have a new voicemail message.

- To check your voicemail, initiate a call and press the Message key. (You may also dial *62 or your extension.)
- Enter your voicemail pass code, then press #. (If you forgot your pass code, please contact your system administrator.)
- Follow the audio prompts.

Hold and Resume a Call

- To hold, press the Hold key or the Hold soft key.
- To resume, press the Hold key or the Resume soft key.

Access Call Lists

Call History can be accessed using the Navigation keys.

- To see recently received calls, press the left arrow key.
- To see recently placed calls, press the right arrow key.
- To see missed calls, press the down arrow key.
- To dial a number, scroll to the desired number, then press the Dial soft key or the Select button.

Do Not Disturb

- To enable Do Not Disturb, press the DND soft key.
- To disable, press the DND soft key again.

Make a Three-way Call

After first call is connected:

- Press the More soft key, then the Confrnc soft key. The active call will be placed on hold.
- Dial new party.
- When call connects, press the Confrnc soft key again to join the calls.

Transfer a Call

After first call is connected:

- Press the More soft key, then the Transfer soft key or the Transfer key. (The active call will be placed on hold.)
- To transfer the call unannounced, press the Blind soft key.
- Dial the number or extension.
- When the party answers, announce transfer. Then press Transfer again to complete. If a Blind transfer, the call will transfer automatically.

To transfer the call directly to another user’s voicemail:

- Dial *55.
- Dial the extension, followed by #.
- A confirmation will announce the transfer is complete.

Call Forwarding

- Press the Home key.
- Press the right arrow on the Navigation key until the Forward icon is selected. Press Select button.
- Use up and down arrows on the Navigation keys to select your option.
 1. Call Forwarding Always
 2. Call Forwarding No Answer
 3. Call Forwarding Busy
- Enter destination number and press Enable soft key.
- To disable, follow same steps and press Disable soft key.

Shortcuts:

- Pick up handset and dial:
 - *72 = Call Forwarding Always
 - *90 = Call Forwarding Busy
 - *92 = Call Forwarding No Answer
- Enter destination number, then press #.
- To deactivate, dial:
 - *73 = Call Forwarding Always
 - *91 = Call Forwarding Busy
 - *93 = Call Forwarding No Answer