

North Florida Communications

Vodavi STS  
Quick Start Guide



## Getting Started

- 1) Lift your handset and press the button labeled VM. When the voice mail system prompts you, enter your four digit password. The default **password is 0000**.
- 2) Press 3 for Mailbox Options.  
Press 2 for Passwords.  
When prompted, enter your new four digit password. The system will confirm the new password and will then take you back to the Personal Options Menu.
- 3) Press 1 for Greetings.  
Press 2 to record  
Press 1 to record your name. Press # when recording is complete. *Your name will be played when someone is transfers to your extension from the Auto-Attendant.*  
Press 2 to record  
Press 2 to record your personal greeting. Press # when recording is complete. *This is the message that will be played when someone get your voice mail. For example, "Hello, this is John Smith. I am either on the phone or away from my desk. Please leave a detailed message and I will return your call promptly."*
- 4) Your mailbox is now setup and ready to use. Hangup or press the On/Off button.

## Making Calls

### Internal Calls

- 1) To dial someone inside the office, lift the handset (or press the On/Off button to use the speakerphone) and dial their 3 digit extension number. Or, you can simply press the preprogrammed button.

### External Calls

To make an outside call, lift the handset and press an available *Line* button.

## Receiving Calls

If your phone is programmed to ring on outside lines, you can simply lift your handset to answer. Otherwise, lift your handset and press the ringing line button.

## Checking Voice Mail Messages

When a message is left in your mailbox, the LED on the top of your phone will flash. The LCD screen will display the number of new and old messages. To check your messages press your VM button. Continue to follow the voice prompts.

### Accessing Voice Mail from Outside the Office

- 1) Dial the main phone number.
- 2) If applicable, have someone transfer you to your mailbox.
- 3) When you hear a greeting, press \*#. The system will then prompt you for your mailbox number. This is the same as your extension number.
- 4) Continue to follow the voice prompts.

## Transferring Calls

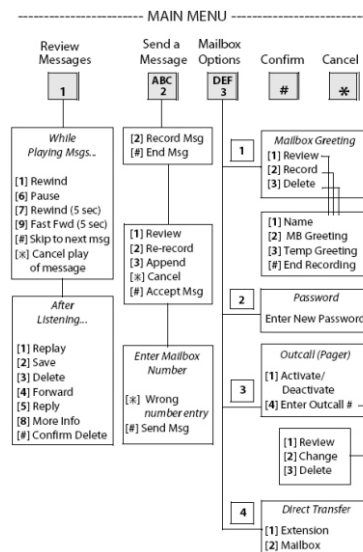
While connected to an outside line.

- 1) Press the station button where the call is to be transferred or press the TRANS button and dial the desired station/extension number. The call is automatically put on hold
- 2) When the called extension begins to signal, hang up to complete the transfer. Or, you can wait until the called party answers and announce the call.
- 3) Hang up to complete the transfer.

### Transfer to Voice Mail

While on a call and the caller on the other end wishes to leave a Voice Message for another user:

- 1) Press the VM button. The call is automatically placed on Hold.
- 2) Press the preprogrammed Station button or dial the 3 digit extension number.
- 3) Hang up to complete the transfer.



## Common Buttons

**SNR-** Saved Number Redial. If you wish to save the last number you dialed:

- 1) After placing a call, keep the handset off-hook
- 2) Press the Speed button twice.

To dial a number that was saved for redial, press the SNR button.

**Redial-** Redials the last number dialed.

**Page-** Pages over all phones.

**Pickup-** Used to pickup a ringing call at an unattended station.

**DND-** Do Not Disturb.

**VM-** Voice Mail

**Flash-** Disconnects an outside line and reseizes dial tone.

**Speed-** Used for Speed Dial. See User Guide for more information.

**MSG-** Message Waiting

**Mute-** Mutes microphone

**On/Off-** Turns Speakerphone on and off.

**Transfer-** Transfers calls internally.

**Conf-** Conference. Call the first party then press CONF. Call next conference party and add them by pressing CONF again. When the last party answers, press CONF twice. All parties are connected.

**FWD-** Forward. Allows you to forward your calls to another extension

**Camp On-** Enables you to alert a busy party that an outside line is on hold and waiting for them. Transfer the call to the busy station and then press CAMP ON. The busy party will receive a muted ring over the telephone speaker, and a visual flashing CAMP ON LED. By pressing the CAMP ON button, the person called places their existing outside call on hold and is connected to the person placing the Camp On. They can then pick up the call on the appropriate line.

**Volume-** Adjusts speakerphone and handset volume.

**HPT-** Selects how intercom calls are received. Handsfree, Tone, or Privacy. Internal intercom calls come automatically over the speakerphone in Handsfree mode. In privacy mode, calls come over the speakerphone but you must lift the handset or press the On/Off button to reply. Intercom calls ring in Tone mode.