VODAVI STSe- QUICK REFERENCE

FIXED FEATURE BUTTONS
• **CAMP ON** -- enables you to alert a busy party that an outside line is on hold for them.
• **CONF (CONFERENCE)** -- used to establish and build conference calls.
• **FLASH** -- lets you terminate an outside call and restore dial tone without having to hang up the handset. It is also used to transfer calls behind a PBX or Centrex within those systems.
• **FWD (FORWARD)** -- allows you to forward your calls to another station.
• **HOLD** -- enables you to place an outside caller on hold.
• **H-T-P** -- allows you to select the ICM signaling mode: Handsfree, Tone, or Privacy.
• **MSG (MESSAGE WAIT)** -- allows you to initiate a message waiting indication at a station(s) that is: Busy, Unattended, or in Do Not Disturb. A Message Waiting Callback request that is left at your station is indicated by a flashing MSG WAIT LED.
• **MUTE** -- allows you to switch the built-in microphone on or off when using the speakerphone, or the handset microphone when using the handset.
• **ON/OFF** -- enables you to make a call without lifting the handset. It also turns the telephone on and off when using the speakerphone.
• **SPEED** -- provides you with access to speed dialing, save number redial and last number redial. This button is also used to access flexible button programming.
• **TRANS (TRANSFER)** -- lets you transfer an outside call from one station to another.
• **VOLUME BAR** -- allows you to adjust the volume for your speakerphone and handset.

TRANSFER, UNSCREENED (Blind)
While connected to an outside caller:
1. Press the station button where the call is to be transferred (*if programmed on your telephone*),
   -or-
   Press TRANS and dial desired station number.
   (The called extension is signaled according to their intercom signal switch position. H-T-P)
2. When the called extension begins to signal, hang up to transfer the call.
3. Replace the handset or press **ON/OFF** button to complete the transfer.

TRANSFER , SCREENED (Announced)
While connected to an outside caller:
1. Press the station button where the call is to be transferred (*if programmed on your telephone*),
   -or-
   Press TRANS and dial desired station number.
   (The called extension is signaled according to their intercom signal switch position. H-T-P)
2. When extension answers, announce Caller.
3. Replace the handset or press **ON/OFF** button to complete the transfer.

TRANSFER, callers directly to another users Voice Mail
While on a call and the caller on the other end wishes to leave a
Voice Message for another VM user:
1. At the initiating station, press TRANS.
2. Dial the Voice Mail Group number "1" or press *preprogrammed*
   VM GROUP flexible button.
3. Dial VMID (Extension Number) of desired party and go on-hook.

PLACING AN OUTSIDE Caller ON HOLD
  Press the HOLD button once for System Hold (anyone can pick up) or twice for
  Exclusive Hold (Can only be picked up at the phone that placed on hold)

Paging
1. Lift the handset or press the ON/OFF button.
2. Dial 700 (All Page Code) or press the preprogrammed page button.
3. Speak in a normal tone of voice and delever the message
4. Replace the handset or press the ON/OFF button

CALL FORWARDING
1. Press the FWD button or dial [640].
2. Dial the desired Call Forward code:
   [6] = All Calls [7] = No Answer
   [8] = Busy [9] = Busy/No Answer
3. Dial the station number where calls are to be
   forwarded. Confirmation tone sounds.
4. Replace the handset or press ON/OFF button.

ESTABLISHING A CONFERENCE
(Only those stations that have Conference
enabled will be allowed to initiate a Conference call.)
1. Lift the handset.
2. Select intercom station or dial desired outside
   party. When called party answers, press CONF.
3. Add the next conference party by selecting
   another outside line or intercom station.
4. Press CONF button again and repeat previous
   step in a cycle, until all parties are contacted.
5. When the last party answers, press the CONF

TERMINATING A CONFERENCE
To end a *Supervised Conference*, the conference
initiator replaces the handset or presses ON/OFF.
To end an *Unsupervised Conference*, press the
flashing CONF button while on-hook.

PROGRAMMING FLEXIBLE BUTTONS *
1. Press the SPEED button twice.
2. Press the flexible button to be programmed.
3. Dial the desired code from the following
chart. Confirmation tone sounds.

All Call Page (*Internal & External*) 700
Background Music 632
Call Back 622
Call Park Location (*System*) 424-437
Call Park Location (*Station*) 439+[XXX]
Call (Park) Pickup #6+[XXX]
Caller ID Review (*Answered*) 659
Caller ID Review (*Unanswered*) 635
Caller ID Name/Number view 653
Directory Dial 680
Do Not Disturb 631
Extension Numbers 100-149
External Page Zone 761
Last Number Redial [SPEED]+[#]
Line Queue 621
Personal Park 438
Speed Dial Access [SPEED]+[YYYY]
Save Number Redial [SPEED]+[ ]
VM Group Pilot Numbers 44 [V]
V = Voice Mail Group Number (0-7)
XXX = Station Extension Numbers
YYYY = Speed Dial Bin Numbers
(Station=9000-9019 / System=9020-9099)

4. Press the ON/OFF button.

To erase a flexible button:
1. Press the SPEED button twice.
2. Press the flexible button to be erased.
3. Press FLASH . Confirmation tone sounds.
4. Press the ON/OFF button.

*DESI button labels and Software available to print your own labels, see your salesperson

Voice Mail Quick Start (The following is a quick start procedure for first-time users)
1. Press the pre-programmed "**Voice Mail**" button
2. After prompt, enter temporary password "**0000**"
3. Press "**3**" to access Mailbox Options.
4. Press "**2**" to access Passwords.
5. After prompt, enter your new password (usually 4-Digits)
6. Press "**1**" to access Greeting Options.
7. Press "**2**" to select the Record option.
8. Press "**1**" to record your Name.
9. Press "**2**" to record your Greeting, then Press "**#**" to end recording.

Voice Mail (Flash-Based) Quick Reference

------------------------ MAIN MENU --------------------------

Review Messages	Send a Message	Mailbox Options	Confirm	Cancel
1	**ABC 2**	**DEF 3**	**#**	*****

While Playing Messages ...
[1] Rewind
[6] Pause
[7] Rewind (5 sec)
[9] Fast Fwd (5 sec)
[#] Skip to next msg
[*] Cancel play of message

After Listening...
[1] Replay
[2] Save
[3] Delete
[4] Forward
[5] Reply
[8] More Info
[#] Confirm Delete

[2] Record Msg
[#] End Msg

[1] Review
[2] Re-record
[3] Append
[*] Cancel
[#] Accept Msg

Enter Mailbox Number
[*] Wrong number entry
[#] Send Msg

1 — *Mailbox Greeting*
[1] Review
[2] Record
[3] Delete

[1] Name
[2] MB Greeting
[3] Temp Greeting
[#] End Recording

2 — *Password*
Enter New Password

3 — *Outcall (Pager)*
[1] Activate/ Deactivate
[4] Enter Outcall #

[1] Review
[2] Change
[3] Delete

4 — *Direct Transfer*
[1] Extension
[2] Mailbox