

XTD PHONE INSTRUCTIONS

CALL FORWARDING:

Submit a forward number request to xtdvoice.com/support to activate Feature

ALL CALLS:

Forward incoming calls to alternate number

Activate *72

Deactivate *73

BUSY:

Forward incoming calls to alternate number when your line is busy

Activate *90

Deactivate *91

NO ANSWER:

Forward incoming calls to alternate number when your line is not answered

Activate *52

Deactivate *53

CALL TRANSFERS

SOFT TRANSFER:

Speak to your coworker prior to transferring incoming call

* 2 then EXT, coworker answers (announce) then hang up.

BLIND TRANSFER:

Don't speak to your coworker prior to transferring incoming call

then EXT then # hang up.

VMAIL TRANSFER:

Send incoming call directly to coworkers' voicemail

Transfer button then EXT then *

Call Recording

Record Call, *1

PAGING & INTERCOM

* 80 THEN EXT (or page button)

VOICE MAIL

Dial 248-289-7722 From external line (EX: from cell)

Enter your Extension Number then your Password: XXXX

Press: 1 hear New Messages 2 to Change Folders 0 for Mailbox Options * For Help # to Exit	Press: 5 to Repeat Message 6 to Play Next Message 7 to Delete Message 8 to Forward to another user	2 to Forward 9 to Save Message 0 for New Messages 1 for Old Messages
--	--	---