



Single line Quick User Instructions for the Vertical SBX IP 320 system

Call Pickup: used to pickup a ringing extension.

Lift handset, dial **7+** extension **100-107**

Call Park: used to place a call on hold to be picked up at another phone
Calls can be parked on Digital telephones only.

To pickup a held call lift handset and dial park code **601-604**

Call Hold: Used to place an outside line on hold

To hold, press Flash or hookswitch momentarily, dial **560**

To retrieve at the same phone lift handset and dial **560**

To pick up at another phone dial **8*** or **8#xx** (xx=Line number)

Call Transfer: Used to transfer a call to another extension

To Use, press Flash or press hookswitch momentarily

Dial extension you want to transfer the call, hang up.

Direct Line Access: Dial **8801-8803**

Call Forward: to Forward your phone to another location

To use lift handset, dial **554** plus forward type

1 = Call Forward, Unconditional

2 = Call Forward, Busy

3 = Call Forward, No Answer

4 = Call Forward, Busy/No Answer

5 = Unconditional Station external Call Forward (using speed dial)

6 = No Answer Station external Call Forward (using speed dial)

7 = Incoming CO Off-Network Call Forward (using speed dial)

8 = Unconditional Station external Call Forward with Tel Number

9 = No Answer Station external Call Forward with Tel Number

0 = Follow Me Call forward

Dial the number of the destination to which calls will be forwarded

To Deactivate lift handset, Dial 559

Please consult the user manual for additional features, functions and details.

Accessing Voicemail

<p>From your phone</p> <ul style="list-style-type: none">• Lift Handset, dial . <p>At another phone:</p> <ul style="list-style-type: none">• Press The Callback key• press the # button• enter your extension number• enter your password and #	<p>Outside the office</p> <p>Call the office</p> <p>If someone answers have them transfer directly into your mailbox. While your greeting is playing, press the * key</p> <p>If the Auto Attendant answers</p> <p>Dial 9</p> <ul style="list-style-type: none">• enter your extension number• enter your password and #
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1 Listen to messages

1 for new, 2 for Saved or 3 for urgent messages

While listening to a message dial:

1 = to listen to the current message again

2 = to listen to the next message

3 = to delete the current message

4 = to delete all received messages

2 Change mailbox greetings

1 Play greeting

2 Record a new greeting

3 delete greeting

3 Leave a message

Dial the extension number

Press **#** to start recording

to enter another mailbox