

Quick Reference Guide

Please Note: These codes should be used prior to dialing a number or extension.

*67	Block Caller ID (for single call)	*101	Access Virtual Mailbox (dial this code when listening to any message on your Vonage Business Solutions system to access any extension's voicemail box)
*82	Unblock Caller ID (for single call)	*102	Internal Dial by Last Name Directory
*90	Extension Login (Call Queue)	911	Emergency Services (availability based on location)
*91	Extension Logout (Call Queue)	411	Directory Assistance (\$1.99 per-call)
*99/*100	Access Extension Voicemail Box (must be dialed from extension user is trying to access)		

** + Extension Number | Blind transfer a call straight into an extension's voicemail

Area Code + 555-1212 | Directory Assistance (\$1.99 per call)

VOICEMAIL

Entering your Mailbox for the first time

To set up your mailbox for the first time, follow these steps:

1. Press *99 or *100 and then the "Dial" button.
2. Press 1234 (default password).
3. Press 1 for "New Messages". Press 2 for "Saved Messages". For "Mailbox Options" press 4.

VOICEMAIL GREETINGS

After entering your mailbox options (call *99 or *100 from your phone and choose option 4):

Unavailable Greeting (greeting that plays if you are away from your desk or unable to answer the call)

1. Press 1 to record your unavailable greeting.
2. After the tone record your desired unavailable greeting and press the # (pound) key when finished.
3. After playback, press 1 to save or 2 to rerecord the greeting.

Busy Greeting (greeting callers hear if your phone is on Do Not Disturb, not connected to the internet, or when all line appearances are busy)

1. Press 2 to record your busy message.
2. After the tone record your desired busy greeting and press the # (pound) key when finished.
3. After playback, press 1 to save or 2 to rerecord the greeting.

Name Greeting (used for company directory)

% Press 3 to record your name.

& After the tone record your desired name greeting and press the # (pound) key when finished.

' " After playback, press 1 to save or 2 to rerecord the greeting.

Record Temporary Greeting (Vacation) (overrides all greetings)

1. Press 4 to record your temporary greeting.
2. After the tone record your desired temporary greeting and press the # (pound) key when finished.
3. After playback, press 1 to save or 2 to rerecord the greeting.

To Remove Temporary Greeting

1. Press 4 to access the temporary greeting.
2. If you have a temporary greeting set, press 2 to delete the recording.

LISTENING TO MESSAGES

1. Press *99 or *100 then the "Dial" button.
2. Enter your password followed by the # (pound) key.
3. Press 1 for "New Messages". Press 2 for "Saved Messages".

Options while listening to Voicemail

5	Repeats voicemail from the beginning
6	Go to next message
7	Deletes voicemail
8	Forward voicemail to another extension
9	Saves voicemail
*	Skips call information
#	Back to voicemail menu

BASIC FUNCTIONS

Making a Phone Call

1. For local calls and long distance: dial the area code and number (i.e. 404-555-1234).
2. For international calls: dial 011 + country code + number (i.e. 011-xx-xxx-xxxx).

Using the Handset

1. Pick up the handset, dial desired number, then press the # (pound) button.
2. Alternatively, dial the desired number, then pick up the handset and the phone will begin dialing immediately.

Using Speakerphone

1. Press the Speakerphone button (on the lower right side of the phone), dial the desired number (or extension number), and press the # (pound) button.

Using a Headset

1. Plug an approved headset into the headset port on the back of the phone. This port is labeled with a picture of a headset.
2. To set the phone to use the headset to place and receive calls, press the button with the icon of a headset on the front (right) of the phone. This button will turn green when activated. Once activated you can select one of the 6 line keys and dial the desired number.

BASIC FUNCTIONS (CONTINUED)

Switching between the Handset/Headset/Speakerphone During a Call *Note: only one function at a time can be used.*

- From Handset to Speakerphone, press the Speakerphone button (lower right corner) and hang up the handset.
- From Handset to Headset, press the Headset button (right side of phone) and hang up the handset.
- From Speakerphone to Handset, pick up the handset.
- From Speakerphone to Headset, press the Headset button.
- From Headset to Handset, pick up the handset.
- From Headset to Speakerphone, press the Speakerphone button.

Dialing an Extension

1. Dial the 2 to 6 digit extension number and either:
 - a. Pick up the handset.
 - b. Press the Speakerphone button.
 - c. Press the Headset button.

Placing a Call on Hold

1. Press the Hold soft key located below the screen of the phone.
 - To retrieve the call, either press the resume soft key located below the bottom of the screen. or press the line appearance button the call is on (light should be red and blinking).

Transferring a Call (Attended Transfer)

Talk to the person before transferring the call to them

1. While on a call, press the "Transfer" soft key (located directly below the bottom of the screen) and enter the extension or number you wish to transfer to.
2. Press the # (pound) button (or wait a few seconds) and when the other person picks up, announce the call.
3. When you are ready to complete the transfer, press the transfer soft key again and the call will be transferred.

Transferring a Call (Blind)

Transfer the call to someone without speaking to them

1. During a call, press the transfer soft key.
2. Dial the desired extension or telephone number.
3. Press the transfer soft key again to complete your transfer.

Conference Calling

1. While on a call, press the "Conference" soft key located directly below bottom of the screen and the caller will be put on hold.
2. Dial the third party's number or extension and press the # (pound) button (or wait a few seconds).
3. When the third party answers, press the conference soft key again and the first caller will be connected. All parties should be connected at this point.

Call History

1. Press the up arrow key:
 - a. Continuing to press up will scroll through all calls, beginning with the most recent.
 - b. Arrow to the right or left and it will take you through the icons for Inbound Calls (arrow pointing down), Outbound Calls (arrow pointing up), Missed Calls (arrow comes down and bounces to right) and Forwarded Calls (arrow goes left and then up and then directly right).
 - c. Arrow down to go through the calls once making a selection from above.

ONLINE MANAGEMENT

Logging into your Account Online

1. Visit <https://app.vonage.com>.
2. Log into your account with your username and password.

Voicemail to Email

1. Click the "Admin" tab and click on "View All Extensions" under the Extensions tile.
2. Click on an extension.
3. Select Voicemail tab at the top of the screen. Check the box for "Confirm Send Voicemail to Email"
4. Enter the desired email address. Only one email may be entered.
5. Click "Save" in the top right-hand side of the screen.

Searching Call Logs

1. Click the "Admin" tab on the left side of the screen.
2. Click the "Reports" tab on the left side of the screen, then click on "Company Summary".
3. Select the date range by clicking the small calendar icons. Select the dates, then click "Apply"
4. The results will populate below.

Please Note: The above instructions are for Vonage Business Cloud Super Users and Administrators.