MBO Phone Document

To Access voicemail from outside of the office:

1. From phone outside of the office (cell/home): Dial 10-Digit 609-896-0444 - when greeting starts dial your extension ex:1020
2. Wait until your voicemail greeting starts and press *
3. You will then be prompted to enter your passcode

To Access voicemail from another phone within the office:

1. Press Voicemail button (Envelope).
2. Press *, your extension, then #.
3. Enter your pass code, then #.

Record Voicemail Greeting for Busy and No Answer:

1. Log into your voicemail using your password.
2. Press 1 to enter Voicemail box.
3. Press 2 to record Busy greeting. Follow prompts.
4. Press 3 to record No Answer greeting. Follow Prompts.

Transfer Voicemail message to another extension's voicemail:

1. Log into your voicemail using your password.
2. Press 1 to enter voicemail box.
3. Press 1 again to listen to voicemails.
4. After or while listening to the message, press 9 for additional options.
5. Press 2 to forward current message.
6. Record message to user you are sending the message. Press #.
7. Press 3 to forward the message.
8. Enter the extension you are sending the message to. Press #.
9. The message will not be deleted automatically once forwarded.
10. Once completed, Press * to return to messages.

**Transfer Directly to Voicemail while on a call:**

1. While on the call, press Transfer
2. Dial *55::extension::   Example: for 2311's voicemail, dial *552311
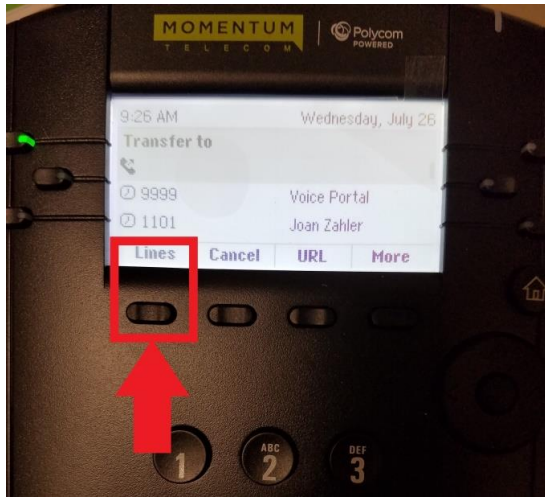3. Press Send.
4. Hang up.

To Page:

1. With the phone off the hook, press Paging,
2. Press Page for Default: Group 1.

USING CALL PARK

1. While on the call, press the Transfer button (Please note, these buttons may be in a different location on the bottom of the screen):
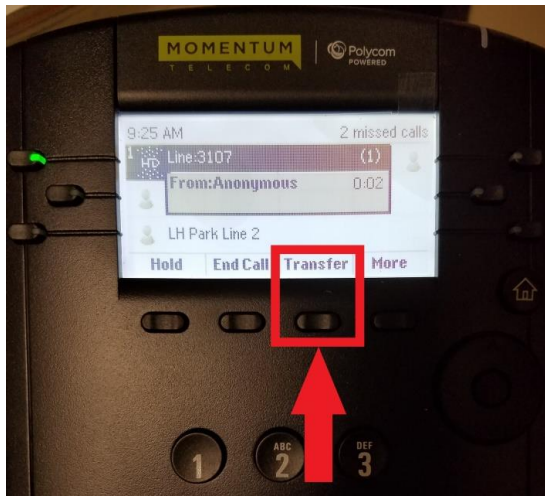
2. Press Lines:

3. Press Park line 1, 2, or 3. If the park line is already red, you must select a different park line. Hang up: