



IVSComm Telecom Analog Quick Reference Sheet

Analog Phone Procedures for IVSComm

Conference Procedure:

Call first person on analog phone. After you have connected with the first caller, then press the green [TALK FLASH] button, you will hear dial tone, proceed to call the second caller, when second call is answered press the green [TALK FLASH] button again to connect the two calls together. You have two options to leave the conference call.

Option 1. To bridge the two calls together and leave the conversation press the red [OFF CANCEL] button. the two callers continue their conversation without you until they hangup.

Option 2. To disconnect both calls press the green [TALK FLASH] button the second caller is disconnected and you can now say goodbye to the first caller and hangup. Both calls are now disconnected from you.

Blind Transfer Procedure:

While talking to caller press the green [TALK FLASH] button, then dial the ext. or phone number with a # sign at the end. when you hear ringing then press the red [OFF CANCEL] button.

Attended Transfer Procedure:

While talking to the person you would like to transfer, press the green [TALK FLASH] button, you will hear dial tone, proceed to call the number you are transferring to adding a # to the end of the number. When they answer, announce who you are transferring then press the red [OFF CANCEL] button again to connect the two calls together. To cancel the transfer and go back to the original caller press the green [TALK FLASH] button.

Transfer Directly to Voicemail Box:

While talking to caller press the green [TALK FLASH] button, then dial 8+ the ext number with a # sign. Then press the red [OFF CANCEL] button.

Handsfree Intercom:

This feature is not available from analog handsets.

Voicemail Setup:

Dial *98. At the Mailbox prompt enter your mailbox number. At the password prompt dial your password. Press 0 for Mailbox Options then press 1 to record your unavailable greeting, follow the prompts. Make sure you accept the greeting by pressing 1. When done hangup.