

VOICEMAXX CE 8811 & 8841 Basic Phone Guide



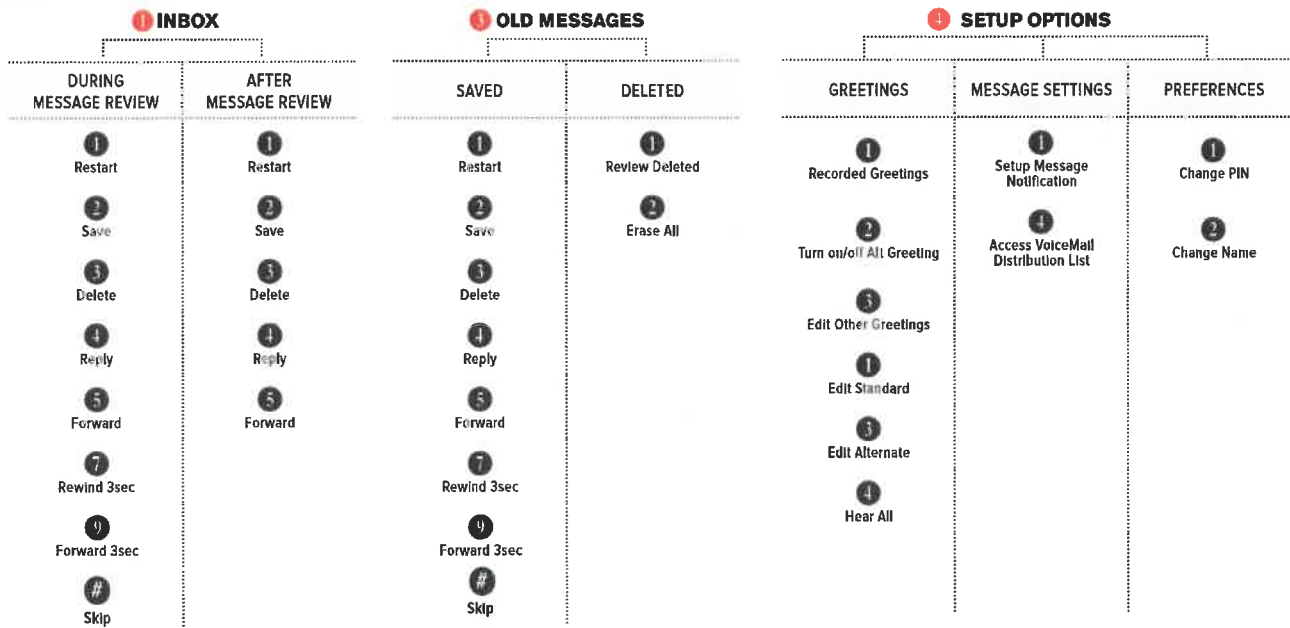
- HANDBSET WITH INDICATOR LIGHT** 1 Traditional handset. The light strip indicates incoming calls and remains lit to indicate a new voice mail message (depending on your message system).
- FEATURE BUTTONS** 2 Corresponds to phone lines, speed dials, and calling features.
- LCD SCREEN** 3 Displays features such as the time, date, your phone number, caller ID, line/call status, and soft key options. 8811 model is grayscale. 8841 model is full color.
- SESSION BUTTONS** 4 Correspond with an active call or a call function. Color LEDs reflect the call state and can flash, pulse, or appear solid (see chart).
- RELEASE BUTTON** 5 Ends connected call or session.
- HOLD BUTTON** 6 Places a call on hold
- TRANSFER BUTTON** 7 Initiates a call transfer.
- CONFERENCE BUTTON** 8 Creates a conference call.
- SPEAKER BUTTON** 9 Toggles the speaker on or off. Button is green when on.
- MUTE BUTTON** 10 Toggles mute on or off. Button is red when enabled.
- HEADSET BUTTON** 11 Toggles the headset on or off. Button is green when on.
- DIAL PAD** 12 Functions like the dial pad on a traditional telephone.
- VOLUME BUTTON** 13 Increases or decreases volume for the handset, headset, or speakerphone. Also controls the ringer volume (if on-hook), and the LCD contrast.
- APPLICATION BUTTON** 14 Opens or closes the application menu.
- CONTACTS BUTTON** 15 Opens or closes the contacts menu.
- VOICEMAIL BUTTON** 16 Provides access to the voice mail message system.
- NAVIGATION PAD** 17 Four-way navigation with select button in the center.
- BACK BUTTON** 18 Returns to previous screen or menu.
- SOFT KEYS** 19 Access additional options (displayed above key) for the selected call or menu item.



**SESSION BUTTON
COLOR CODES**

Appearance	Mode
Solid	Active Call
Flashing	On Hold
Solid	Private Line Active Call
Flashing	Incoming Call
Solid	Shared Line in Use
Flashing	Share Line Call On Hold

VOICEMAIL OPERATION TREE



BASIC CALLING (DID)

INITIATE A NEW CALL

1. Pick up handset, press speaker or headset button, or press **NewCall** soft key.
2. Dial number
(9 is required for all outside calls)

RECEIVE A CALL

1. Pick up handset, press speaker or headset button, or push **Answer** soft key, or select a line appearance.

RECEIVE A SECOND CALL

1. Press **Answer** softkey or select the flashing amber line appearance.
(Places current call on hold)

SWITCH BETWEEN 2 CALLS

1. Use the **Navigation Pad** to scroll between calls.
2. Press the **Resume** softkey.

Or

1. Press the Pulsing Green **Session** button displaying the held call.

INITIATE A SECOND CALL

1. Press the **Session** button below your active call that displays a phone icon.

TRANSFERRING

TRANSFER TO ANOTHER NUMBER

1. Press **Transfer** button
2. Dial number
(9 is required for all outside calls)
3. Inform caller that you are transferring a call (optional)
4. Press **Transfer** softkey

TRANSFER TWO CALLS TO EACH OTHER

1. Press **Transfer** button
2. Select **Active Calls**
3. Navigate to desired active call
4. Press **Transfer** softkey

TRANSFER A CALL TO VOICEMAIL

1. Press **Transfer** button
2. Press *
3. Dial the extension
4. Press **Transfer** softkey

CANCEL A TRANSFER

1. Press **Cancel**
2. Press **Resume** or the flashing green line button

CONFERENCE CALLING

ADD A 3RD PARTY TO AN EXISTING CALL

1. Press **Conference** button
2. Dial number
(9 is required for all outside calls)
3. Allow other party to answer
4. Press **Conference** softkey

CONFERENCE TWO OR MORE CALLS TO CREATE CONFERENCE CALL

1. Press **Conference** button
2. Select **Active Calls**
3. Navigate to desired active call
4. Press **Conference** softkey

NOTE:

You may have up to 5 parties (yourself and 4 others) on this type of conference.

DO NOT DISTURB

SETTING DO NOT DISTURB

1. Press the more softkey
2. Press Do not disturb
(A message will display on the LCD)

DEACTIVATE DO NOT DISTURB

1. Press Do not disturb
(A message will display on the LCD indicating that do not disturb is off)

VIEW CALL HISTORY

1. Press the session button with the clock icon or the **Applications** button
2. Select **Recents**
3. The phone screen displays the call history with an icon associated for each type of call.

PARKING

PARK A CALL

1. Press **Park** softkey
2. Record park number
3. Press **EndCall**/hangup

RETRIEVING A PARKED CALL

1. Lift handset, press **Speaker** or **NewCall** soft key
2. Dial the park number

NOTE:

Calls not retrieved within 60 seconds ring back to the parking phone.

FORWARDING

FORWARD ALL CALLS TO ANOTHER NUMBER

1. Press **Forward All**
2. Dial number
(9 is required for all outside calls)

CANCEL CALL FORWARDING

1. Press **Forward Off**

VOICEMAIL

RETRIEVE FROM YOUR PHONE

1. Press **Messages** button
2. Enter **PIN** and press #

RETRIEVE BY CALLING YOUR EXTENSION

1. Dial your direct number (DID)
2. Press * when your voicemail greeting starts
3. Enter **ID** (extension) and press #
4. Enter **PIN** (password) and press #