

## Personal Speed Dial – Set number

Dial \*75 and the system will ask you for a speed dial location. Enter any number from 1-100 and press #. Dial your phone number and #

## Personal Speed Dial – Access number

Dial \*0 + the speed dial location you used above to program the number.

## Conference Calling

While talking to your parity press **conf** button, get the next caller on the line and press **conf** button to complete the conference. While in a conference you can press **drop** to end the call or **leave** to leave the conference allow the outside parties connected.

## Conference Bridge

For conference calls for more that 3 parties, transfer the calls to your conference bridge number. Conference Bridge supports 10 calls.

## Follow Me – One Number

Allow you to se up to 5 number to ring at the same time as your desk phone. Press Follow Me button on your phone. You will have the following options.

**Enable** = Turns feature on and off

**Group List** = extension or telephone numbers called as part of your Follow Me

**Initial Ring Time** = How Long to ring your extension directly before calling the list on numbers in your follow me phone number list.

**Ring Time** = How long to ring the number in the Follow Me List before Vmail.

**Confirm Calls** = When enabled external dialed number need to press 1 before the system will transfer the call. Helpful to prevent calls getting foreign voicemail .

## Feature Code List

- \*65 = will speak your extension number
- \*76 = DND (do not disturb)
- \*72 = Activates Call Forwarding ALL CALLS
- \*73 = Deactivate Call Forwarding
- \*80 = Intercom Page

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# AASTRACOM MiVoIP 101

## Quick Reference

# HOW TO USE AASTRACOM



AASTRACOM.COM v5

770.457.6144

## Quick Dialing Menu

### Dialing Out

To dial out, pickup the handset or press the speakerphone button. Dial the number. You do not need to dial 8 or 9 access an outside line.



### Answering a Call

Pickup the handset or press the speaker phone button.

### Holding A Call

While talking to a caller, press the HOLD button. A flashing light will indicate the position of the held call.

### Releasing a Call

Press the Goodbye button or hang-up the handset.

### Transferring a Call

While talking to caller, press the transfer button and dial extension number or telephone number. When you hang-up the call is transferred.

### Transferring a Call directly to a users mailbox.

While talking to a caller, press the transfer button, \* and the extension number. The caller will be sent directly to the users mailbox.

### Parking a Call

While talking to a caller, press the PARK IT button. The system will tell you the park extension the caller is in.

### Voice Intercom – Paging over the telephones

Press \*80 then dial extension number. You will be heard over the speakerphone.

### Call Answer from any station

Pick-up the handset and dial \*8 This will answer any telephone that is ringing in your group.

### Directed Call Pickup

Pick-up the handset and dial \*\* and the extension number you wish to answer.



### To access voicemail

From your desk phone, press the button labeled *Messages* or dial \*97. Your Default password is \_\_\_\_\_. To access voicemail from outside the office, dial your mailbox and press \* while your out-bound message is playing.

### While listening to a message your options are:

1 = SKIP any time during the playback of the message envelope, will skip to the next message playback. The voice mail system will then play back the message  
 \* = Rewind the message by 3 seconds.  
 # = Fast forward the message by 3 seconds  
 0 = Pause the message playback. Press any other button to resume playback.

### After a message has played your options are:

1 = Go to the first message in the current folder.  
 2 = Change folders.  
 3 = Advanced options.  
 4 = Go to the previous message in the folder.  
 5 = Replay the current message.  
 6 = Go to the next message in the folder.  
 7 = Delete or undelete the message.  
 8 = Forward the message to another user on the system.  
 9 = Save the message to a different folder.  
 0 = Mailbox options.  
 \* = Replay the prompt.  
 # = Exit the voice mail system

### Advanced Options After Listening to a Message

The following buttons may be pressed while you are listening to a message.

1 = Record a message and send it directly to the mailbox of the person that sent you the current message.  
 2 = Call the person that left the message back.  
 3 = Play the message envelope.  
 4 = Place an outgoing call.  
 5 = Leave a message for another user on the system.  
 \* = Return to the main menu.