

# PHONE FUNCTIONS REFERENCE CARD

## Vicemail Shortcuts

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The following shortcuts are available while listening to a voicemail message:

**\*1**

**REPLY** to this message.

**\*6**

Play the **NEXT** message.

**\*2**

**FORWARD** this message.

**\*7**

**REWIND** the message 10 seconds.

**\*3**

**DELETE** this message.

**\*8**

**FAST FORWARD** the message 10 seconds.

**\*4**

**REPLAY** this message.

**\*9**

**CALL BACK** the user who left the voicemail.

**\*5**

Play the **PREVIOUS** message.

**\*#**

**SKIP** to the end of the message.

## Changing Message Center Settings

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The Message Center System Settings listed below can be changed while logged into the Allworx Message Center (press 4 from the Main Menu):

- Presence setting
- Name recording
- Presence greetings
- Password
- Maximum recording time for messages

## Paging

### OVERHEAD

Dialing extension **402** activates the overhead paging system. Once activated, users can use their phone to make an announcement that is transmitted through each handset's intercom or to the overhead paging system.

### ZONES

Dialing **46#** (# representing a Paging Zone 0 through 9) on the phone will broadcast audio to any of the phones that are members of the Paging Zone, which is set up by a System Administrator.

## Queues

### LOGIN / LOGOUT

To login and logout out of a Queue, press and hold a Queue button on the phone. When logged out of a queue the button will be a solid red (no callers in queue), or flashing red (1 or more callers in queue). When logged in to a queue the button will be off (no callers in queue) or flashing green (1 or more callers in queue).

For more detailed information, go to [www.allworx.com](http://www.allworx.com) for access to the Allworx Phone Guide, Message Center Guide, and Conference Center Guide.

## Answer Alternate Extension

A user can answer another user's ringing phone from their own handset by dialing **7 + the alternate phone's extension**.

## Directory Webpage

This webpage gives access to a listing of user extensions and email IDs (Directory), Distribution Lists, Presence settings, Phone Features and, if installed, Conference Scheduling. You must login using your Allworx username and password to access your specific information.

To access the page, enter either the IP address of your server on your local area network or the host name. This address is included on your Allworx New User Welcome Sheet, or your System Administrator can provide this information. Below is a place to enter your server's address.

*Example — <http://192.168.2.254>*