Valentine Systems
Technology Solutions

CONTACT US FOR SUPPORT: 631-862-1339

To Dial Out, dial the phone number or extension you want, then press #.

Transfer a call, while on the phone with them, name of who you want to transfer to. You can now tell your coworker you are transferring a call to them, then hang up.

Park(system-wide hold). While on the phone, press Park in your display. This will light up one of the parking lots (1, 2, 3, etc..) and tell you which lot that caller went to. Then you must hang up. Now you can let someone else know they, "have a call parked on 1"

Exclusive hold the "hold" button on your phone is strictly an exclusive hold. That means if you use that hold button, only you can pick that call back up from that phone.

Setting up your voicemail Press the message button. The system will guide you through the set up process. Record your greeting Directory name Change your passcode. DO NOT CHANGE IT TO YOUR EXTENSION NUMBER OR 1234.

Checking your voicemail once you have set up your voicemail, the next time you press that message button it will read you your messages.

Redial press the redial button once, and it will list all the numbers you dialed recently. If you want to just do a straight, redial, tap the redial button twice.

Volume Press the + or - button in a state of the phone. So if you want to change the:
Speaker volume, press speaker then press + or -.
Handset volume, pick up the handset and press + or -.
Ring volume, leave the phone idle and just press the + or -.

Program a speed dial Press and hold the button you want to change. if you want a phone number
Type - Change it to speed dial
Account ID: Line 1
Label - What the button will be labeled as
Value - the phone number

DND Do not disturb. Your phone will not ring on incoming calls or if someone within the company tries to call you.