



Valentine Systems

Technology Solutions

CONTACT US FOR SUPPORT: 631-862-1339

Quick Reference Guide

TO MAKE A CALL:

Pick up the telephone or press the speaker key and dial all 10 digits.
(e.g. XXX-XXX-XXXX)

TO INTERCOM:

Pick up the telephone or press the speaker key and dial the extension number.

TO PLACE A CALL ON HOLD: (System Wide)

Press one of the "Hold X" keys. The button will then turn red.
To pick the call back up, press the same button where the call is held

TO PLACE A CALL ON A PERSONAL HOLD: (Only On Your Device)

Press the Hold soft key (at the bottom of your display)
Press the Resume soft key to pick the call back up.

TO TRANSFER A CALL: (While on a call)

While on a call, press the "Transfer" key and dial the extension, or the 10 digit telephone number that you wish to transfer to, followed by the "Transfer" key again.

TO TRANSFER A CALL TO A MAILBOX:

While on a phone call, press the "Transfer" key, then dial * * + mailbox number that you would like to transfer to, followed by the "Transfer" key again.

TO MAKE A CONFERENCE CALL:

Make or receive a phone call. While on the phone call, press "Conference" and then dial the next person's number you want to add to the call. When the next person has answered, press "Conference" again to join everyone together.

TO FORWARD YOUR PHONE:

Dial *72 from the phone you wish to forward. Enter in the 10 digit number you wish to forward to, followed by the pound key. The system will read it back to you for verification. The system will then disconnect.

TO CANCEL FORWARDING:

Dial *73 and press the send key. The system will then tell you that call forwarding has been disabled.



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VOICEMAIL:

To access voicemail, dial “*97” or press the envelope/message key on your phone.

Enter your extension number followed by the pound key.

You may be asked to change your password.

Passwords can be any combination of 4 digits, not starting with “0”.

You will then be asked to record a greeting:

- 1 – Save your greeting
- 2 – Listen to your greeting
- 3 – Re-record your greeting

Press 5 to go to Mailbox options:

- 1 – Greeting
- 2 – Record Name
- 3 – Change Password
- 4 – Record Temporary Greeting
- 5 – Restore Original Greeting