



# NBX® Cordless Telephone

## Quick Reference Guide

### Access the Automated Attendant

From any telephone on the system, dial **500**.

### Put a Call on Hold

While you are on a call, press **Hold**. The Access button for a line on hold blinks slowly. To return to the call, press the line button where the call is being held.

### Transfer a Call

1. While on a call, press the **Xfer** (Transfer) button. The system places the caller on hold and selects a new line.
2. Dial the extension number to which you want to transfer the call.
3. For an announced transfer, when the recipient answers, announce the call, press the **Xfer** button again to complete the transfer, and then hang up. If the recipient does *not* want to take the call, retrieve it by pressing the Access button on which the call originated.
  - For a blind transfer, as soon as you hear a full ring, press the **Xfer** button and hang up. (If you press the **Xfer** button too soon after you dial the number, the transfer may not occur.)

### Make a Conference Call

1. Dial a call, or receive a call from someone else. Two parties are now on the call.
2. While on the call, press **Feature + 430**. The system selects a new line and places the first party on hold.
3. Dial a call to an internal or external third party.
4. For an announced conference, wait for the third party to answer the call, and then press **Feature + 430** again. For a blind conference, press **Feature + 430** immediately after you dial the number.
5. Repeat steps 2 through 4 to conference in a fourth party.
  - At least one party must be internal. The conference ends when the last internal party hangs up.
  - To place your part of a conference call on hold, press **Hold**. The other parties can talk to each other, but they cannot hear you. (Music on Hold is not played.)
  - To transfer a conference call, see **Transfer a Call**.
  - To drop the last person whom you added to the conference (for instance, if the called party's telephone is answered by someone else), press **Feature + 431**.

### Mute a Call

While you are on a call, press the **MUTE** button on the side of the phone to turn off the telephone's microphone. Press the button a second time to turn off the Mute feature. The **Talk** icon on the telephone's display panel blinks when the Mute feature is enabled.

### Create Customized Labels for Your Telephone

Log in to **NBX NetSet > Speed Dials > Telephone Labels**.

### Set or Change Your Speed Dials, Call Coverage Point, Call Pickup, and Phone Lock

See the *NBX Cordless Telephone Guide* or NBX NetSet™ User Help.

### Forward Incoming Calls to Your Voice Mailbox (calls ring once and go to your call coverage point)

1. Remove the handset from the charging unit and press **Talk**.
2. Press **Feature + 440**.
3. Listen for the confirmation beep and then hang up. You now hear the feature active tone.

To stop forwarding calls to your voice mailbox, repeat steps 1 through 3. Dial tone returns to normal.

### Switch Your Telephone to Do Not Disturb

1. Remove the handset from the charging unit and press **Talk**.
2. Press **Feature + 446** and hang up. All calls go directly to your call coverage point without ringing on your telephone. The display indicates that the feature is active.
3. To turn the feature off, repeat steps 1 and 2.

### Park a Call

1. While you are on a call, press **Feature + 444**.
2. Dial one of the extensions reserved for Call Park:
  - 3-digit dial plan** — 601–609
  - 4-digit dial plan** — 6000–6099
3. Notify another user about the call by dialing their extension or paging them. For information about paging, see the *NBX Cordless Telephone Guide* or NBX NetSet User Help.
  - Ask your administrator if your system has a different range of Call Park extensions.
  - The call is parked until someone retrieves it, the caller hangs up, or the Call Park timer expires.
  - If the extension you chose is busy or the Call Park timer expires, the call returns to your telephone. Press **Feature + 444** again and try another extension.

### Retrieve a Parked Call

Dial the Call Park extension where the call was parked.

### Redial a Call

1. Press **Talk**.
2. Press **Feature + 401** to dial the most recent number you dialed.



# NBX® Voice Mail (Cordless Telephones)

## Quick Reference Guide

If your system uses another voice messaging application, follow the instructions for your application.

### Initialize Your Voice Mailbox

1. Dial **500**.
2. When the Automated Attendant answers, press \* \* during the greeting message.
3. At the prompt, enter your extension number.
4. The voice prompts guide you through the steps to initialize your mailbox.

### Access Your Messages (Log In to Your Mail Box)

1. Dial **500**.
2. When the Automated Attendant answers, press \* \* during the greeting message.
3. At the prompt, enter your extension number and password, and then press #.

### Access Your Messages (Log In to Your Mail Box) from Any Internal NBX Telephone

1. Dial **500**.
2. At the password prompt, press \* .
3. At the prompt, enter your extension number.
4. Enter your password and press #.

### Access Your Messages (Log In to Your Mail Box) from an External Telephone

#### If you can dial your telephone extension directly:

Press \* during your greeting. At the prompts, enter your extension and password, and press #.

#### If you dial your organization's main telephone number:

- If the Automated Attendant answers, press \* \* during the greeting. At the prompts, enter your extension and password, and press #.
- If the receptionist answers, ask to be transferred to your voice mail. Press \* during your greeting. At the prompts, enter your extension and password and press #.

### Forward a Message

1. While you are listening to the message, press **5**.
2. After the tone, record an introductory message. When you are finished, press #, OR press # immediately without recording a message.
3. At the prompt, press **1** to begin to forward the message.
4. Dial an extension, a voice mail group number, or a one-touch, personal, or system speed-dial number.
5. Press # after each destination number. Add as many destinations as you want.
6. After the last destination number and its #, press #. The system sends your message.

### Message Playback Options

While you listen to a message, select one of these options:

- |                |   |
|----------------|---|
| Press <b>1</b> | to listen to the first message or repeat the current message.             |
| Press <b>2</b> | to save the current message.  |
| Press <b>3</b> | to delete the current message.  |
| Press <b>4</b> | to reply to the sender of the current message, if the sender is internal. |
| Press <b>5</b> | to forward the current message.   |
| Press <b>6</b> | to hear date, time, and sender information.                               |
| Press <b>7</b> | to move back 3 - 5 seconds in the current message.                        |
| Press <b>8</b> | to pause the current message for up to 20 seconds.                        |
| Press <b>9</b> | to move forward 3 - 5 seconds in the current message.                     |
| Press <b>#</b> | to move to the next message.  |
| Press <b>*</b> | to return to the main menu.   |

### Mailbox Options

1. Dial **500**.
2. When the Automated Attendant answers, press \* \* during the greeting message.
3. At the prompt, enter your extension number and password, and then press #.
4. Press **9** and then select one of these options:

Press <b>1</b>	to change your name announcement or personal greeting.
Press <b>2</b>	to change your password.
Press <b>3</b>	to create or edit personal voice mail group lists.
Press <b>4</b>	to enable, disable, or change settings for the Off-site Notification feature.

**For more information about these and additional telephone features, see the *NBX Cordless Telephone Guide* in the NBX NetSet utility.**

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