



502-695-1212

www.libertytelephone.net

Voice over Internet Protocol

Cheat Sheet

Thank you for purchasing your new Telephone system from **Liberty Telephone Inc.** We are excited to have you as a customer and we know that you will enjoy your new Voice over IP telephones.

Make a call: You have a call button located at the top left of the row of buttons. This button is to make outgoing calls and receive incoming calls on.

Place a call on Hold: After you establish a call you can place the call on hold at your phone by pressing one of the Hold/park buttons on the right. The hold buttons allow the call to be picked up by anyone in the building. If you use the **hold** button on the bottom of the phone this holds the call for your phone only. No one else in the building can pickup the call.

Intercom another party: To call another party that is a member of the same phone system you simply press the button associated with their name or dial their extension number.

Transfer a call: To transfer a call to another extension while you have the caller on the line press the extension button you would like to transfer the call to and hang up. Or you can press **transfer** and dial the extension number and hang up. If you would like to announce the call first then you should place the call on hold, then intercom that party and announce the call and where the call is parked.

Transfer a call to a cell or external number: Press **Transfer** button then dial the phone number when the 3rd party answers you can hang up and the caller will be connected.

Transfer to voicemail: If you would like to transfer a call to someone's voicemail while the caller is on the line press the **Transfer** button followed by the extension number and the star * key and hang up.

To access your personal voicemail: Press the Message button and follow the prompts. Your default password will be the same as your extension. We recommend you change it. The first time you press this button there will be a tutorial to help you setup your new mailbox. After your mailbox is setup the tutorial will no longer play.

Storing personal speed dial numbers: Press the directory button then select all contacts or add a new group by pressing add. Once you have selected the group you would like to store the contact in simply click add and type in the name and number and select save.