

This layout is designed for two-sided printing. Or else you could paste two, single-sided printouts back-to-back with a glue stick. Trim to a folded size of 3½" by 5½." If printing from Acrobat, specify "none" for page scaling in the print dialog window.

Auto Attendant Recording

General notes

- Use A59 to start
- Subcommands are three digits
- Can erase and re-record *only* the last-recorded message.
- Best to erase and re-record all messages.
- Create a written script to read from *before* changing recording

Cmd	Speech Function
079	Erase All Messages (do this before recording or re-recording any messages)
071	Record new Main Greeting
070	Listen to Main Greeting
074	Erase Main Greeting *
061	Record new Night Greeting (Optional)
060	Listen to Night Greeting
064	Erase Night Greeting *
081	Record new Transfer Message (Optional)
080	Listen to Transfer Message
084	Erase Transfer Message *
091	Record new Busy/Don't-Answer Message (Optional)
090	Listen to Busy/Don't-Answer Message
094	Erase Busy/Don't-Answer Message *
x*1	Record new Secondary Message (Optional), where x is the digit 0-9 that the caller dials at the Main Greeting to hear this Secondary Message
x*0	Listen to Secondary Message, where x is as above
x*4	Erase Secondary Message, where x is as above

* Before a message can be re-recorded, it must be erased. If this message was the last one recorded, then it can be erased using the command indicated and re-recorded. However, if another message was recorded after this message, you must erase and re-record ALL the messages.

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PhoneSuite® Console Summary

Cancel command

- Press "D."

Answering Calls

Answer incoming call

- Press flashing call button.

Transfer answered call to extension

- Dial extension number.
- Press "C."

Transfer answered call to trunk

- Dial "9" (or "8" or "81"-"89"), then phone number.
- Press "C."

Making Calls

Call extension

- Dial extension number.

Make a phone call on a trunk

- Dial "9" (or "8" or "81"-"89")
- Dial phone number.

Transfer console-originated call to extension

- Place the call on hold.
- Dial extension, wait for answer.
- Retrieve first call from hold (press flashing call button)
- Press "C"

Transfer console-originated call to trunk

- Place call on hold.
- Dial "9" (or "8" or "81"-"89"), then phone number.
- Retrieve first call from hold (press flashing call button)
- Press "C."

Cancel transfer in progress

- Press "D."

Hold

Place a call on hold

- Press the "Call" button the call is on.

Pick up a call from hold

- Press the flashing "Call" button for the held call.

Voice Messages

Call an extension's voice mail

- Dial extension number followed immediately by "8."

Transfer a call to voice mail

- Dial extension number followed immediately by "8."

Retrieve an extension's voice mail messages

- Dial extension number followed immediately by "8."
- When voice mail answers, dial extension number again.

Console Summary cont'd

Miscellaneous

Page (if paging equipment connected)

- Dial "55" and speak into phone.
- Press "D" when done.

Conference call

- Make each call and place on hold.
- Press flashing call button for each party to be added to conference (maximum of 3, one must be a trunk)
- Press "C."

Park active trunk call in a slot for answer from feature extension (if enabled by installer)

- Press "C."
- Dial the slot number that is displayed

Retrieve parked call not picked up

- Press "A" then dial "44."
- Dial the 2-digit trunk number of the parked call (Trunk 1 is "01.")

Set console date or time

- Dial "*."
- Dial "1" to set time or "2" to set date.

Reset console display

- Press "D"
- (To completely reset console, press "Reset" button.)

To view abbreviated list of "A" commands

- Press "AA" and keep pressing "A" to scroll through commonly used commands

Console "A" Level Commands

Group	Cmd	Description
Hospitality Commands	A10	Check In or Out*
	A11	Message-Waiting On/Off*
	A12	Set / Change Wakeup Call*
	A13	Set Room Status
	A14	Clear All Room Status Codes
	A15	Allow/Block Long-Distance Calls*
	A16	Allow/Block Local Calls*
	A17	Allow/Block Extension-to-Extension Calls*
Reports & Displays	A35	Manage system voice mail msgs. (112/112e only)
	A18	Check Call Duration
	A20	Print Individual Extension Wakeup Report
	A21	Print System Wakeup Report
	A22	Print Room Status Report
	A24	View PhoneSuite Main Board Software Version
	A25	Synchronize Prop. Mgmt. System (112/112e only)
	A26	Display exten. outbound call count (64 only)
	A27	Display extension call count (64 only)
	Exten. Features	A30
A31		Clear Voice Mail*
A32		Do Not Disturb*
A40		Clear Extension Features*
System Commands	*	Change PhoneSuite's Date and Time
	A41	Manual Night Mode On/Off
	A42	Clear 9-1-1 Alarm
	A43	Trunk Alarm
	A44	Access Specific Trunk
	A45	Check All Extensions In (112/112e only)
	A50	Check-Out Report (Extension Phone Bill)
Call Accounting & Auto Attendant	A51	Clear Extension's Phone Bill
	A52	Revive Extension Calls
	A53	Set Credit Limit
	A54	Print Credit Violations
	A55	Print Audit Report
	A56	Clear Audit Report
	A57	Check Bill Total for an Extension
	A59	Record Auto Attendant Messages

*Or use the corresponding console button. On console, press "Select Extension," then the extension number. Buttons act as on/off toggles.