

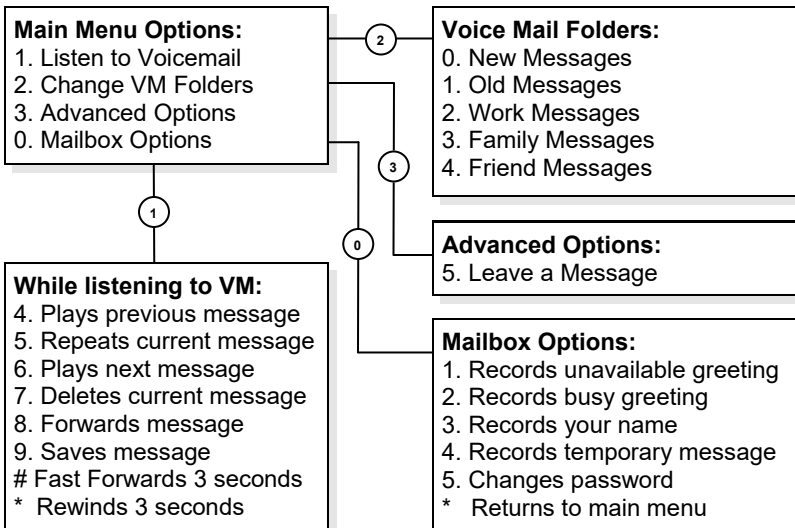
Voice Mail Function

New Voice Mail Indicators: The phone will play a warning tone, and the power indicator LED will slowly flash red. The LCD screen will prompt receiving a new voice mail with the number of waiting voice mails (e.g., New Voice Mail(1)) and an icon will appear.

To Access Voice Mail Internally: Press the “Message” key and enter your pass code when prompted.

To Access Voice Mail Externally: Dial the main number and after the auto attendant answers, press 7. After the prompt, enter your mailbox number (which is your extension number) and, when prompted, your pass code.

Voice Mail Tree



T46S Business IP Phone



Quick Reference Guide

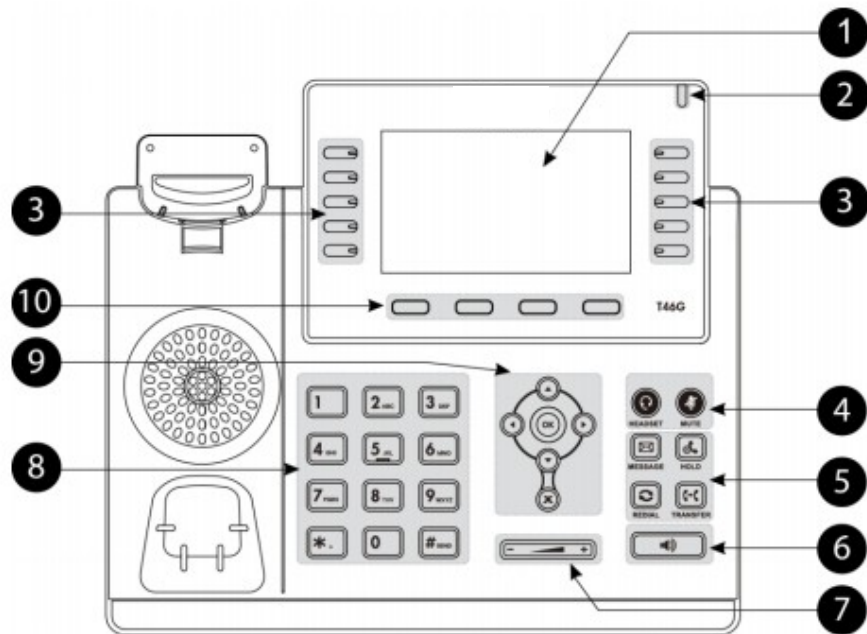
Service or Support

For Service or Support 24/7/365:

- Dial 611 from any Swordfish Business telephone
- Or call 833-762-8647 and Select Option 1

www.swordfishbusiness.com

Basic Phone Features



LED Function

#	Item	Description
1	LCD Screen	Shows information about calls, messages and keys
2	Power LED	Indicates phone power and some feature statuses
3	Line Keys	Used for Lines, Extensions and Features
4	Toggle Keys	Turns Headset and Mute feature on and off (LED)
5	Message Key	Accesses voice messages
	Hold Key	Places current call on hold at the station
	Redial Key	Redials previously called numbers
	Transfer Key	Transfer active call to another party
6	Speaker Key	Toggles hands-free speakerphone mode
7	Volume Bar	Adjusts handset, speaker and ringing volume
8	Keypad	Provides number and characters for dialing
9	Navigation Pad	Used for accessing menus and options on screen
10	Soft Keys	Used to access context sensitive features

Making a Call: Dial the extension or the 7-10 digit telephone number and press the “Send” soft key.

Receiving a Call: Either: A. Pick up handset, B. press the “Answer” soft key, or C. press the Speaker key

Blind Transfer: During a call, press a Transfer key, enter the extension number and press the Transfer key again or the DSS/BLF key.

Hold: Press the “Hold” soft key or button. To resume call press the “Hold” key, the “Resume” soft key or the green blinking line light.

Call Park: During a call, press the “Valet” key. To retrieve a parked call from any phone, press the applicable “Park Zone” DSS Key that has a solid red LED lit.

Muting a Call: Press the mute button. Press it again to deactivate.

Conference Call: During a call, press either “Conference” key. Dial the 2nd party. Once the party answers, press either “Conference” key again and both parties are now joined to your call.

Ending a Call: Hang up the handset, press the Speaker Key if using the speakerphone or press the “Cancel” soft key.

Voicemail: Press the “Message” key and enter your pass code.

Ring Volume: With the phone idle, press the Volume Adjustment Bar.

Call Volume: During a call, press the Volume Adjustment Bar.

Paging: Press the “Int. Page” key to page all idle phones, press “Ext. Page” key to use the PA System or press “All Page” key to do both.

Recording a Call: During a call, press *1, to start recording. To stop recording, press *1 again or recording will cease when the call ends.

Direct VM Transfer: During a call, press a “Transfer” key, press the * key plus the extension number and “Transfer” key again.