



KEYNOTE 50/250QUICKADMIN

USER GUIDE

Placing a Call

To place a call, simply select the line key on your set and dial. Due to the advanced dial plan of your PBX, all calls placed through the PSTN must be preceded by the digit 9. For example, to dial 416-555-1234, you would dial 9-14165551234.

Emergency calls follow this dialing rule, so calls to 911 need to be dialed 9-911

Receiving Calls

When the telephone rings, you may answer it by doing any one of the following:

- Pick up the handset
- Select a line key
- Press the handsfree/speaker button
- Press the answer button

Remote Access to Voicemail (Backdoor)

Dial Assigned Backdoor Number followed by mailbox number and password

Send Quick Message to Mailbox

Dial 52 plus the mailbox number and proceed to record your message at the tone

Call Transfer

Answer the call, press the **transfer button** followed by the extension number and press the **transfer button** to complete



Call Transfer to Mailbox

Answer call, press **transfer button** followed by **52 plus the mailbox number** you wish to transfer to and press transfer to complete

3 Way Conference Call

Dial the first party and put on hold once connected, dial the second party, when connected, press conference and the on hold call, then conference a second time and the second call, all calls will then be bridged together

Music on set speakers

Dial 5MUS(687) and music will be delivered to your phone's external speaker

Manual Day/Night mode

Dial 5NIT(648) and follow the prompt to toggle between night and day mode

Page a set

Dial 6631 plus the extension you wish to page

Page All sets

Dial 6630 and proceed with page to all sets

Speed Dial

1. Setup a speed-dial entries for an user
 - 1.1. **Dial 5300** from a user set or press the 3rd key from the phone's programmable keys and after the prompt (To enter a speed-dial press the digits: 5301 up to 5399) enter a 2 digit speed-dial code
 - 1.2. After the prompt (Please enter your desired number to stored as a speed-dial number ending with a #)
 - 1.3. The entered number will be played
 - 1.4. The user has 3 options: 1 – to re-enter the speed-dial number, 2 – to enter a different one and 3 – hang up

Conference Rooms

Dial 6510 or 6511 to enter a conference room
PIN is the same as the room number (6510 & 6511)