



PE Office Solutions
TELECOM • PRINT • OFFICE

Quick Reference Guide

Calls can be transferred by either pressing their button, or pressing the Transfer Button followed by the number.

If you want to transfer the call immediately without introduction, press the transfer button again, or wait for the user to answer and the call will transfer after you hang up.

*** 6 EXT**

LEAVE VOICEMAIL - call goes directly to voicemail of the extension entered

*** 8 EXT**

INTERCOM- activate the speakerphone with the extension entered

*** 9 9 EXT**

VOICEMAIL of EXT - checks VM of extension entered.

*** VOICEMAIL USAGE ***

To check voicemails or change/record greetings, press the  icon on your phone.

0 MAIL BOX OPTIONS - press this option to record your voicemail greetings.

1 PLAY MESSAGE

7 DELETE MESSAGE

6 NEXT MESSAGE

8 FORWARD MESSAGE
(to another user's extension)

Priority Phone Support Dial "00"
call 800.344.7607 or phones@peoffices.com