

Voicemail Features

<p style="text-align: center;">1 Review Messages</p> <p>1 Voicemail 3 Faxes 9 Future Delivery Messages during playback of message 1 Repeat 11 Play Previous Message 2 Save (or mark as new) 3 Erase 4 Reply 5 Send a Copy 6 Increase Volume 66 Hear Message Details 7 Slow Playback 77 Rewind 5 Seconds 8 Pause 9 Speed Up Playback 99 Fast Forward 5 Seconds 0 Help * Exit # Skip to Next Message</p>	<p style="text-align: center;">2 Send a Message</p> <p>Enter phone number or extension number, then # 1 Review Message 2 Mark as Urgent 3 Mark as Private 4 Re-Record Message 5 Report on Send 6 Report on Read 7 Add Recipient 9 Schedule for Future Delivery # Send as is</p>
<p style="text-align: center;">3 Work with Greetings</p> <p>1 Personal Greeting 2 Extended Absence Greeting 3 System-Generated Greetings & Name Recording 4 Group Mailbox Greetings 5 Busy Greeting 6 Out-of-office Hours Greeting 7 Shared Greetings 9 Fwd All Calls to VM Greeting * Exit Menu</p>	<p style="text-align: center;">4 Mailbox Settings</p> <p>1 Group Lists 2 Handsfree & Time Saver 3 Security Options 4 Group Mailbox Settings 5 Notification Settings 6 Additional Settings 7 Advanced Call Features 9 Live Message Screening * Exit Menu</p>
<p style="text-align: center;">5 Reminders</p> <p>1 Reminders Settings 2 Add New Reminder 3 Recurring Reminders Settings 4 One-Off Reminders Settings</p>	<p style="text-align: center;">6 Review Erased Messages</p> <p>1 Voicemail 3 Faxes during playback of message 1 Repeat 11 Play Previous Message 2 Restore 3 Permanently Erase 4 Reply 5 Send a Copy 6 Increase Volume 66 Hear Message Details 7 Slow Playback 77 Rewind 5 Seconds 8 Pause 9 Speed Up Playback 99 Fast Forward 5 Sec 0 Help * Exit # Skip to Next Message</p>
<p style="text-align: center;">7 Switch Account</p>	<p style="text-align: center;">0 Help</p> <p># Next Hint * Return to Main Menu 1 Replay from Start of Menu</p>
<p style="text-align: center;">* Exit</p>	<p style="text-align: center;">Common Keys</p> <p>0 Helpful Hints 8 Pause / Resume</p>

Telephone Feature Access Codes

Feature	Code
Voicemail	*98
Transfer Caller to User's Voicemail	Transfer + 8 + extension number + Transfer
Group Call Pickup	*11 + #
Directed Call Pickup	*12 + ext number + #
Manually Park Call	Transfer + *00 + #, hear orbit number, Transfer
Retrieve Parked Call	*01 ~ *XX + #
Block Caller ID	*67 + number
Unblock Caller ID	*82 + number

Feature	Activate	Deactivate
Immediate Call Fwd	*72 + number	*73
Busy Call Forward	*90 + number	*91
No Answer Call Fwd	*92 + number	*93
Do Not Disturb	*78	*79
Hunt Group Log In/Out	*96#+grp num	*96#+0

Customer Support:	602.445.7777 ext 1 or 611
Web User Portal:	www.azphonenumber.com
CommPortal Password:	
Default Voicemail PIN:	
Phone Options Password:	Same as Voicemail PIN
Remote Voicemail Access:	602.445.7770
Remote Feature Access:	602.445.7771
Phone Audio Training:	777
Conference Bridge:	999
Update Phone Config	Up arrow while idle
Restart Phone	Press and Hold X

PHONWARE
cloud-based telecom

Yealink T4X Series Telephone



Telephone Quick Reference User Guide

Version 2018.07.01

Button	Description
	Hold Key – Places an active call on hold. To retrieve a held call, press the button beside the line button that has a flashing light.
	Transfer – Press Transfer, dial extension, press Transfer again to connect.
	Voicemail Access - press to call voicemail and access messages.
	Redial – redials previously dialed numbers.
	Volume Control – Adjusts the volume for the handset, headset, ringer, and speakerphone.

Button	Description
	Speaker - activates the speakerphone mode.
	Mute –Mutes the microphone in your handset or on your speakerphone so that your caller cannot hear you.
	Headset – activates headset mode.
	Navigation Keys – Press UP or DOWN to view status of text messages on the display and scroll through menu selections. Press LEFT and RIGHT to view different line/call appearances.
	Exit / Goodbye – ends and active call or sends a ringing call to voicemail.

Make a Call – Lift handset or press SPEAKER, dial number. To dial an extension number, simply dial the three or four-digit extension. You may press #/SEND after dialing number to dial more quickly. You may also pre-dial before pressing a line or lifting the handset to allow a longer delay during dialing.

Redial – Press REDIAL button; scroll through previously dialed numbers using navigation keys and press SEND; or just press REDIAL again to redial the most recent telephone number.

ICOM – Perform a voice announcement through an extension's speakerphone. Press ICOM button, followed by extension number or monitored extension button; {press #/send to expedite}; speak after the tone.

Answering a Call – Lift handset or press SPEAKER/HEADSET button to answer on speakerphone or headset.

Pickup – Press PICKUP button to answer a call ringing at another phone in your pickup group.

Page All – Press PAGE ALL button to make a voice announcement through all phones in the paging group.

Ending a Call – Press (X) GOODBYE button or simply hang up handset.

Call Hold – Press HOLD button; To retrieve the call, press the line key on hold. *When switching between active calls, HOLD is automatic, so it is not necessary to press the HOLD button.*

Parking a Call – Press a PARK button on your phone; call will show on hold on this button; call can be retrieved from any other phone by pressing the flashing PARK button.

Manual Park – Press TRANSFER * 0 0 #; automated voice will tell you the park orbit number; press TRANSFER. To retrieve a call manually, press * X X #, i.e. * 0 1 #.

Monitored Extension Button – Can be used to view extension status, place calls to the extension, and transfer calls.

Supervised Transfer (announce call)

- **Manual** – Press TRANSFER; dial extension or telephone number; {press #/SEND to expedite}; wait for answer to announce call; press TRANSFER again to connect call.
- **Using Monitored Extension Button** – Press monitored extension button; wait for answer to announce call; press TRANSFER again to connect call.

Blind Transfer (do not announce call)

- **Manual** – Press TRANSFER; dial extension or telephone number; press TRANSFER.
- **Using Monitored Extension Button** – Press monitored extension button; press TRANSFER.

Transfer to Voicemail – Press TRANSFER; dial 8; dial extension; press TRANSFER.

3-Way Conferencing – While on a call, press CONF; dial second number, wait for answer; press CONF again. Use navigation keys to drop a connection.

Do Not Disturb – Press to send calls directly to your voicemail without ringing your phone.

Voicemail – Press MESSAGES button; enter your voicemail PIN if prompted (see reverse of this document).

Comm Portal – Using your internet browser on your computer, visit www.azphoneware.com and select Login/User Commportal Login. Use your phone's direct telephone number and portal password (see reverse of this document). Gives access to missed calls, voicemail messages, setup, and much more.