Vodavi STSe Phone System and Voice Mail Cheat Sheet

To Place a Call On Hold

When phone rings answer it by lifting the handset. Press the Hold key. Call is now on hold and can be picked up by anyone that has a system phone.

To Transfer a call

To transfer, press the Transfer key and either dial the extension number or press the appearance key of the destination extension number.

To Make a Conference Call

Make a call then press the Conf. key (puts call on hold). Now make a second call, (internal or external call) once established, press the Conf. key twice. Now all parties are conferenced together. Repeat to add additional parties to call. (Max of 5)

To Transfer a call directly to a Voice Mail Box

While on the phone with the caller, press the Transfer key. Now press your Voice Mail button and then dial the destination mailbox number/extension number.

To Set Up Voice Mail Box Greeting

Press the voice mail button on your phone. When it answers it will ask you for your password. By default it is 0000. Press [3] for Mailbox Options. Press [1] for Greetings. Press [2] to Record. Press [1] to Record your Name and [2] to Record your Mailbox Greeting. Follow the prompts to record both. Press [#] to stop recording. Your mailbox is now set up and ready to use.