How to use your IP phone

Verizon Business
Digital Voice Service

verizon

Model T42S
Voicemail Tree Diagram

Main menu
Access voice mailbox 1
Record your name 3
Change passcode 8
Exit menu 9
Repeat menu #

Voice mailbox
Listen to messages
1
Change Busy greeting
2
Change No Answer greeting
3
Compose & send new message
5
Delete all messages
7
Go to Voice Portal
*
Repeat menu#

Record your name
Record your name
1
Play current recording
2
Go to previous menu
*
Repeat menu#

Listen to messages
Save message #
Erase message 7
Repeat message 2
Play message 5

Additional options
Go to previous menu 9
Reply to current message 1
Record your name 3
Change passcode 8
Exit menu 9
Repeat menu #

Change Busy greeting
Record a new Busy greeting 1
Play current greeting 2
Revert to default greeting 3
Go to previous menu *
Repeat menu#

Change No Answer greeting
Record a No Answer Busy greeting 1
Play current greeting 2
Revert to default greeting 3
Go to previous menu *
Repeat menu #
Shortcut Codes

**72**  Call Forwarding Always Activation
Redirect incoming phone calls to another number within your company. Dial **72**, then the phone number, followed by the pound key (#).

**68**  Call Park
Dial **68** followed by the extension to park the call on, or the pound key (#) to park the call on your own extension.

**88**  Call Retrieve
Enter **88** followed by the extension to retrieve a parked call. If the call is parked on your own extension, press the pound key (#).

**55**  Direct Voice Mail Transfer
Transfer a call to another user’s Voice Mail, press the Transfer soft key, then enter **55** followed by the user’s extension.

**78**  Do Not Disturb Activation

**79**  Do Not Disturb Deactivation

**69**  Last Call Return

**66**  Last Number Redial

**73**  Call Forwarding Always Deactivation

**21**  Call Forwarding Always to Voice Mail Activation

**24**  Call Forwarding Always to Voice Mail Deactivation