

To Make a Call

Speaker phone:

1. Enter the number you wish to call.
2. Press Dial.

Handset:

1. Pick up handset.
2. Dial the number you wish to call.

Access Call History

1. Press CALL LISTS.
2. Select from the menu (missed calls, etc.)

Transferring a Call

1. When a call is on the line, press TRANSFER.
2. Enter the extension/number you wish to call.
3. Press SEND and TRANSFER a second time to transfer the call from your extension, or CANCEL to stop the transfer.

Conference Call

1. With one party on the call, press CONFERENCE.
2. Dial the extension or number of the other party.
3. Once the third party is on the call, press CONFERENCE a second time to bring both parties on the call.

Call Pick-up

1. Press *8 and DIAL.
2. Pick up the ringing extension.

Forward Calls

Enable forwarding:

1. Press soft button FORWARD.
2. Enter extension or phone number you wish to forward your phone to.
3. Press ENABLE.

Disable forwarding:

1. Press soft button FORWARD.
2. Press DISABLE.

You can also log into your Extension Portal at Xobee.com.

Auto Attendant Day/Night Mode

1. Dial *10 from the receptionist's phone.
2. Enter your password (e.g. "123").
3. Select an option after the tone (day or night mode).

Intercom/Page Phone Speaker

1. Dial * and the extension number.
2. Speak into the phone or handset.

Initial Voicemail Set-up

1. Press the MESSAGES button (your default password is your extension number).
2. When prompted, set up new password (select any number except your extension number).
3. When prompted, record your name.

Transfer to Voicemail

1. When the caller is on the line, press TRANSFER.
2. Dial 7 and then the extension number.
3. Press SEND and TRANSFER a second time to complete the call transfer.

Record Voicemail Greeting

1. Press the MESSAGES button.
2. Select option 0, then option 1.
3. Follow the prompts to record your greeting.

Record Auto Attendant Voice File

To Record Main Auto Attendant:

1. Dial *59.
 2. Follow the prompts.
- Access Main Auto Attendant:
1. Use Audio Prompt 16000#.
 2. For all other attendants, use sequential numbers as needed (i.e. 16001, 16002, etc.).

Pressing the pound key (#) after some phone options will send commands through faster.

For system changes or support, contact phonesupport@bctconsulting.com or 559-322-1989 x501.

For additional system information or helpful resources, please visit www.xobee.com/help.

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