



Making a call: Lift handset or press Speakerphone button. Dial 10-digit number.

***No need to dial 9 or 1 or pick a line ***

Press Send or # to immediately trigger the call (like on a cell phone). Otherwise there is a 3 second delay before the call will trigger.

Ending a call: Hang up handset or press Speakerphone button or press EndCall button

Redial: Press the RD button to bring up a list of called numbers. Press the up or down arrows to select.

Instant Redial: Press RD button twice to instantly redial the last number dialed.

Hold: Hold is personal and does not allow the line to be picked up by anyone else.

Simply press Hold to put the call on hold and press the same Hold button to pick it back up again.

Park: Park is public and allows others to pick up the line. Simply press Park to park the caller. Press the same Park button to pick the call back up again.

Transfer: Press Transfer and the extension of where you want to transfer the call to. Press Transfer again to complete the process. (Example: Transfer + 100 + Transfer)

Transfer Directly to VoiceMail: Press Transfer, the extension of where you want to transfer the call, then *. Press Transfer again to complete the transfer. (Example: Transfer + 100 +* + Transfer)

Conference: During an active call press Conf. The call is placed on hold. Enter the number or extension of the second party and press Send. When they answer press Conf again to join the callers together. Press EndCall to end the Call.

DND Button: Stands for Do Not Disturb. Hitting this button will silence your ringer and send all calls directly to voice mail. It has a red circle in the top right when turned on.

Volume: Use the volume buttons while performing the action you want to increase/decrease volume

To Request Support: Send an email to service@dovecommunications.com or call 213-234-2500.

Please visit our website for more information
www.DoveCommunications.com



Setting Up My New Phone

1. Press the message button on the phone
2. Type in your temporary password (your extension number) and press the # key. Follow prompts to:
3. Record your name and press the # key.
4. Record your greeting and press the # key. (Disregard the busy greeting. You can just hit # to skip)
5. Change your voicemail password to a 4 digit code (look below for steps)
Leaving the password in default will activate the wizard each time you access the mailbox

Changing voicemail password:

1. Press message button
2. Type in your existing password and press the # key
3. Choose option 0 (Mailbox Options)
4. Choose option 5 (Change Password)
5. Follow prompts to change password

Changing voicemail name:

(Recorded name is used when party is selected from company directory)

1. Press message button
2. Type in your existing password and press the # key
3. Choose option 0 (Mailbox options)
4. Choose option 3 (Record your name)
5. Follow prompts to save, listen and rerecord

Changing voicemail greeting:

(Multiple greetings can be recorded for vacation and other temporary messages. Keep greeting 1 as your main greeting to return to)

1. Press message button
2. Type in your existing password and press the # key
3. Choose option 0
4. Choose option 1 (Record Unavailable greeting)
5. Follow prompts to Save, listen, rerecord greeting