USA PHONE — Hosted 3CX

QUICK FEATURE GUIDE

Feature	Activation Instruction
Blind Transfer	• Press Transfer + extension number or BLF + transfer
Attended Transfer	• Press Transfer • Dial the extension number you are trying to transfer the call to and then press the # or the Soft Key Transfer • When someone answers, announce call • Hang up and the call will be transferred
HandsFree Intercom	• Press intercom button + extension number + send (or Intercom + BLF)
Call Pickup	• Dial *20* + extension number + # or send
Transfer to Voicemail	• Press transfer + *4 + extension + transfer
Call Park	• Press an available park key (Park 1, Park 2, Park 3 etc....)
Retrieve Parked Call	• Press appropriate park key (Park 1, Park 2, Park 3 etc....)
Conference Calling	• While on the first call press the "Conference Soft Key" • Dial second party + dial or # • Press the "Conference Soft Key" again
Paging to All Phones	• Press paging key and speak after you hear the tone (Available only if activated)

Find out more about these and other features on our products page
usaphone.com/products

Hosted 3CX Voicemail Setup

INITIAL SETUP

1. Dial 999 or press the **Messages** button.
2. Enter your PIN.
3. Your default password will be **4663** followed by the **# key**.

RECORD YOUR NAME AND VOICEMAIL GREETING

1. At the Main Menu, **press 9 for Options.**
2. **Press 5** to change Self Identification Message.
3. **Press 0** to record new.
4. Record First and Last Name followed by **# key**.
5. Save Message 0.
6. **Press #** to exit the previous menu.
7. **Press 8** to Change Greeting.
8. **Press 0** to record a new greeting.
9. Record the greeting followed by the **# key**.
10. **Press 0** to save.
11. Name and Voicemail greetings are complete and you may hang up.

MAIN MENU

* Key To Play Messages
9 for the Options Menu
 # Key To Exit

OPTIONS MENU

1 Profile Status
2 Not an Option
3 Dial a Number -Unavailable Option
4 Delete all Messages
5 Change Self Identification (First and Last Name)
6 Mailbox Info
7 Change Voicemail PIN
8 Change Greeting
9 Repeat options

CHECKING/RECEIVING MESSAGES

* Play message
0 Next Message
1 Previous Message
2 Repeat Current Message
3 Delete Message
4 Call back
5 Forward to another Voicemail
9 Options Menu

Voicemail Setup Rev 4.0

To get support you can email **support@usaphone.com** and please include your Company name, details of your questions, and a callback phone number or call us at **(856) 761-1000** and select option 1 during business hours to talk to a live support representative and if after business hours select option 8 for emergencies.