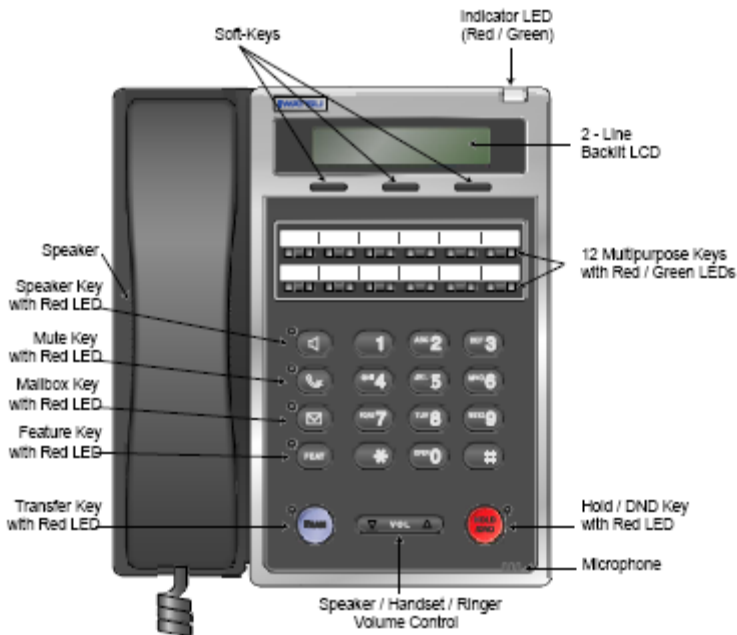
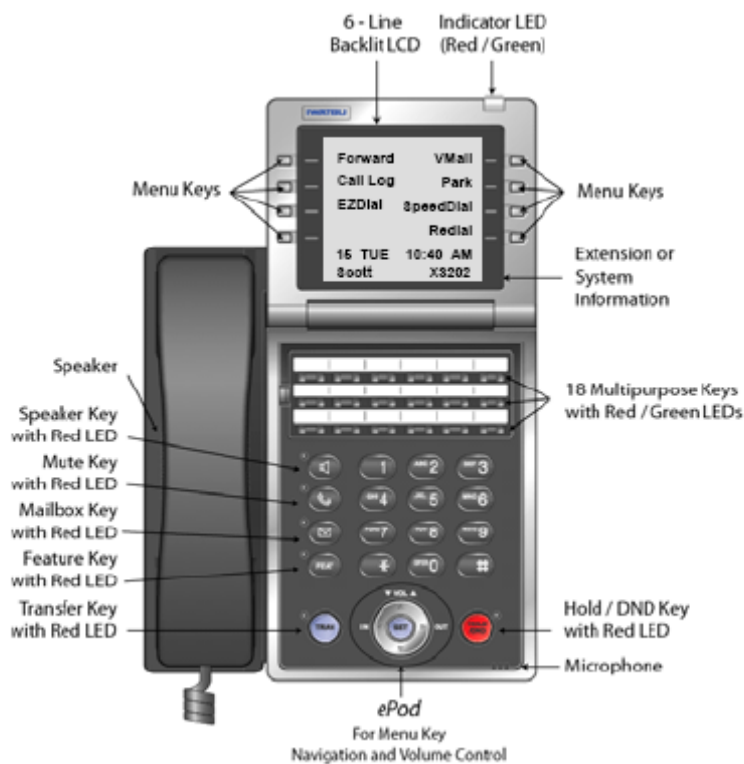


Iwatsu 12/18 Button Phone Layout

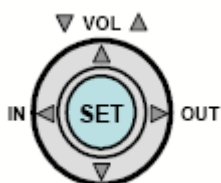


The Iwatsu 12i/d Platinum Series Telephone



ePod (Easy Point of Decision) is used for easy access to the Display Menu, navigating the Call Log, and changing volume levels on your Enterprise 18i/d Telephone.

- Press **IN** or **OUT** to access incoming or outgoing call records.
- Press the **VOL** up or down arrows to control receiver, speaker, ringer, and handset volumes.
- Press the **SET** button and use the arrows to scroll through the menu options.



The Enterprise 18i/d Platinum Series Telephone

Multipurpose Keys - These keys can be programmed for specific functions, including outside line access, individual extension selection, and one-touch feature operation.

Note: Multipurpose keys must be programmed for your individual station and are denoted in this guide by []. For example: [TEXT MSG].

Key Lamps - These lamps light up or flash when someone is using the line or feature corresponding to that key. A green lamp indicates that you are using that line/feature. A red lamp indicates that someone else is using that line/feature.

Speaker - This button allows you to dial and receive outside or internal calls and talk without lifting the receiver.

Mute Key - When talking using the handset, pressing the Mute key mutes the handset transmitter. If using the speakerphone, pressing the Mute key mutes the station microphone. When using the headset jack, the Mute key mutes the transmitter on the headset.

Mailbox - This key is used to access your voice mailbox.

FEAT (Feature) - This button is used to access many Iwatsu system features.

TRAN (Transfer) - This button allows you to transfer a call from your phone to another extension.

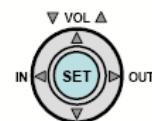
HOLD/DND (Hold/Do Not Disturb) - This key is used to put a call on Hold or to set the Do Not Disturb function and prevent any calls from getting through or ringing at your extension.

Volume Control:

The **UP** and **DOWN** arrow volume control keys are used to adjust the Handset, Ringer, and Speaker volume based on the state of the telephone.

Enterprise 18i/d

Enterprise 12i/d



- **Receiver (Handset) Volume** - When using the Handset, the volume control key allows you to adjust the handset volume to one of three levels.

- **Ringer Volume** - Pressing the ringer volume control button allows you to adjust the ringer volume to one of four levels.

- **Speaker Volume** - When using the Speaker, the volume control allows you to adjust the speaker volume to one of eleven levels.

Optional Multipurpose and Soft Key Features

| | |
|-----------------|--|
| LOOP | These keys are used to place and receive calls on outside lines. |
| ICM | This key is used for internal calls to other extensions. |
| XFER VM | This key will allow you to “ <i>transfer</i> ” a call directly to a “ <i>Voice Mailbox</i> ” to leave a message. |
| VMAIL | This key is your access to “ <i>Voice Mailbox</i> ” and will light when you have a message. |
| PARK | Used to “ <i>hold</i> ” a call for someone else, or to retrieve a call “ <i>Parked</i> ” on another extension. |
| HEADSET | Allows the use of an external “headset” instead of using the phone handset. |
| REDIAL | Used to “ <i>Redial</i> ” the last <u>outside</u> phone number you called. |
| PICK-UP | Used to answer, or “ <i>Pick-Up</i> ”, another ringing phone or the Night Ringer. |
| RECORD | This key will cause the current phone conversation to be recorded into your Voice Mailbox. |
| CONF | Used to “ <i>Conference</i> ” other parties into your call. |
| SPEED | Used to access your pre-programmed “ <i>Speed Dial</i> ” numbers. |
| CALL LOG | This key (only on the 18 Bt.) allows a history “ <i>Log</i> ” of all <i>Incoming</i> and <i>Outgoing</i> Calls. |
| FWD | This key allows the activation of “ <i>Call Forwarding</i> ” to redirect your calls to another destination. |

(Please refer to the Iwatsu “Quick Reference Guide” for detailed feature operation.)

Voice Mail Main Menu Options

You can access your Voice Mailbox with the **V.MAIL** key on your telephone, or from outside by dialing the access number and logging in, as follows:

Access Number: () - Login: Press the ‘#’ key

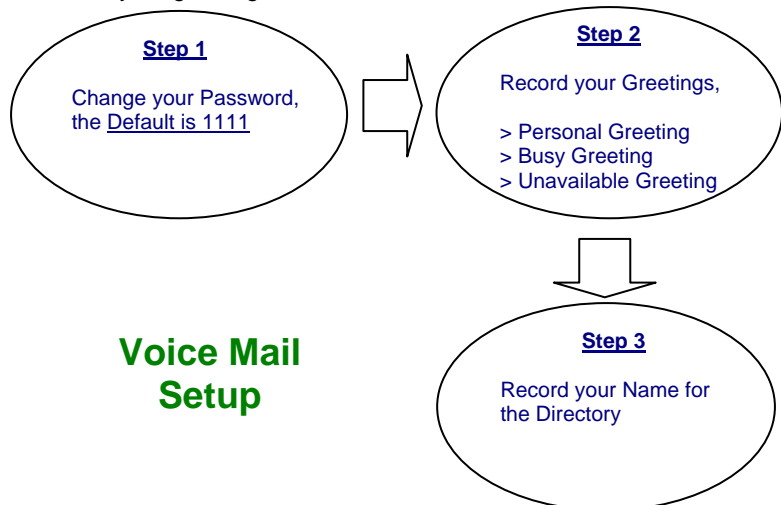
When you first access your mailbox you will be placed at the “Main Menu” where you are told how many new and saved messages you have. Using the touch-tone key pad on your telephone, the options listed below all you to navigate your mailbox.

The following options are available from the Main Menu:

- 1 Listen to unread messages
- 2 Listen to read messages
- 3 Send a message
- 4 Mailbox Options
- 5 Change location
- 6 Browse folders
- 7 Send to Tutorial
- 8 Review current availability and location
- 9 Call a contact
- 0 Return to auto attendant
- * Make current caller ID default extension
- # Disconnect

Voice Mail (Getting Started and Accessing your Mailbox) (Press your **V.MAIL** key to begin)

You will need to access your Voice Mailbox and customize it with your personal greetings and password, before you will be able to use it. This process is easy and takes only a few minutes. You should only attempt to do it using the handset and when you are ready to record your greetings.



Voice Mail Setup

(See the Telephony Office-Linx Pocket User Guide for Detailed Instructions.)