PHONE QUICK REFERENCE

Ringaro Telecom | User Cheatsheet

A quick reference for everyday calling, transfers, voicemail, and programmable phone buttons. Procedures are adapted from the five supplied Ringaro documents in the requested order.

01 Basics

02 Transferring

03 Voicemail

04 How to Forward a Voice Mail Message

05 Adding Buttons

01 Basics

Make a call

• Pick up the receiver, dial the number, and press **OK**.

Answer a call

• Pick up the ringing phone, or press the speakerphone button to answer.

Park vs. Hold

Park is a public hold: another person can retrieve the caller from their phone by pressing the active park button (red when active). **Hold** does not work the same way.

Answer a call ringing at another extension

1. Pick up the receiver.
2. Dial ***35** followed by the ringing extension, then press **OK**.
3. Example: for extension **222**, dial ***35222** and press **OK**.

02 Transferring

Transfer directly to voicemail

1. Answer the incoming call.
2. Press **Transfer**.
3. Enter **03** followed by the destination extension, then press **Transfer** again.
4. Hang up.

Blind transfer to another user

1. Answer the call and press **Transfer**.
2. Enter the destination extension and press **Transfer** again.

Announced transfer (speak to the recipient first)

1. Answer the call and press **Transfer**.
2. Manually enter the destination extension followed by #. Do not use the user's quick-dial key for this step.
3. To complete the transfer, press **Transfer** again.
4. To cancel, press **End Call** to end the internal call, then **Resume** to return to the caller.

Transfer to an offsite phone number

1. Answer the call and select **Transfer**.
2. Enter the destination phone number.

3. Press **Transfer** again.

Auto-intercom another extension

Dial **08** + extension, then press **Send**. Example: to reach extension 200, dial **08200**.

03 Voicemail

Access voicemail

1. Press the **envelope** button on your dial pad.
2. When prompted, enter the password shown in the source guide: **2100#**.

Security note: The source document prints 2100 as the password. Confirm whether this is a shared/default code before distributing this guide publicly.

Main voicemail menu

Press 1 — Retrieve new messages

Press 2 — Listen to old messages

Press 3 — Send a message

Press 4 — Forward the call to a different number

Press 5 — Options (change password, record name, etc.)

Press 6 — Change greeting

Press 7 — Access deleted voicemails

While listening to a new message

1 — Save

2 — Repeat

3 — Forward

4 — Delete

5 — Play next

— Return to main menu

Change your greeting

From the main menu, press **6**. Then press **1** to record, **2** to review, or **3** to select the active greeting (greeting 1).

04 How to Forward a Voice Mail Message

1. Press the **Voicemail** button and enter your password.
2. Press **1** for new messages.
3. Listen to the message you want to forward; wait until it finishes.

4. Press **3** to forward (send message menu).
5. Press **1** to send to an individual extension.
6. Record a message for the recipient.
7. Press **2** to confirm.
8. Enter the destination user/extension mailbox (for example, **100**), then press **2** to confirm.

05 Adding Buttons

Add an extension button (BLF)

Phone menu path: Menu → Features → DSS Keys

1. Select an unused DSS key.
2. Set **Type:** BLF; **Label:** user's name (e.g., John); **Value:** extension (e.g., 203); **Line:** Line 1 or your registered account.
3. Press **Save**.

Add a speed dial

Phone menu path: Menu → Features → DSS Keys

1. Select an unused DSS key.
2. Set **Type:** Speed Dial; **Value:** phone number or extension; **Label:** display name.
3. Press **Save**.

Source order: basic.pdf; Transferring.pdf; Voicemail.pdf; How to Forward a Voice Mail message.pdf; Adding Buttons.pdf.