

Quick start user guide

Linksys SPA962



- 1 Handset
- 2 LCD Display
- 3 Message Waiting Lamp
- 4 Line Keys
- 5 Soft keys
- 6 Cursor Control
- 7 Voicemail
- 8 Hold
- 9 Phone Menu
- 10 Volume Control
- 11 Head Set
- 12 Speaker phone
- 13 Mute
- 14 Dial Pad

Making Calls

Internal - Dial the short-code extension number (i.e. 3xx), then either pickup the handset or press soft key 1 (dial)

External - If required, press '9' for an outside line, and then dial the external number including the full area code (i.e. 9 0208 xxx xxxx). then either pickup the handset or press soft key 1 (dial)

Transferring a call

During a call, press XFER to hear a dial tone.

Dial the 2nd number.

Once the 2nd call rings XFER key will now transfer the call.

To cancel the 2nd call press Line1 button to resume.

Three way conference

During a call, press CONF to hear a dial tone.

Dial the 2nd number.

Once the 2nd call is press CONF key to conference the call.

To leave the call, hang up.

Pickup Groups

To pickup a call directed to another extension press *41#.

Voice mail

To listen to your voice mail or to change your voice mail features press the Voice mail button or dial 1571.

From any phone - Dial 0845 453 0003.

Enter your full phone number including area code followed by #. Then dial your phone manager password (Default 1234) followed by #.

Phone Manager

Phone manager is an online portal allowing the subscriber to manage and change features on their telephone.

To logon

In Internet Explorer enter the address:

<https://myphone.inclarity.co.uk/>

Enter your full phone number and password.

Whether in or out of the office, Phone Manager enables the subscriber to:

Switch the active phone. (Home to office working)

Manage and review voicemail

Divert call to other numbers

Manage and add to the phone contact directory

Block unwanted calls