

Thinking Phone Networks™

Business VoIP Phone Systems & Service

LINKSYS VoIP PHONE ADAPTER USER QUICK START GUIDE



SIPURA 2002 SETUP

Setting up your Linksys VoIP Phone Adapter

Please refer to the *Installation and Configuration Guide* included with your Sipura 2002 for set up instructions and configuration tips.

BASIC PHONE OPERATION

Making Phone Calls

Making a phone call is very simple and works just like a standard telephone.

1. To make a call to the US or Canada dial 1, followed by the full 10 digit number. For example, 1-617-555-1212. You should **not** dial 9 to get an outside line.
2. To make an international call, dial 011, followed by the country code, and then the number. For example, a call to Sweden would look like this: 011 46 999 12345, where 46 is Sweden's country code, and 999 12345 is the number in Sweden.

FOR INTERNAL CALLS ("4-DIGIT DIAL") – Simply dial the last 4 digits of their phone number

VOICE MAIL OPERATION

Setup & Access

Setting Up Your Voicemail

Once your phone is set-up you will need to perform a few tasks to get your voicemail up and running properly.

1. To access the voicemail system, dial "*123" from your handset.
2. Your initial password is the 10 digits of your phone number (the last four digits are also displayed on the screen of your phone).
3. Follow the prompts to immediately change your voicemail password.
4. Follow the prompts to record your unavailable greeting.

To access your voicemail from outside the office, dial your own phone number. When you hear your greeting, dial the "*" key, that will prompt you for your password.

A copy of your voicemail will also be emailed to you. Deleting this email will not delete the message from your phone. The email is provided for archival purposes.

Accessing Your Voicemail

You can access your voice mail directly from your phone or call remotely from an external phone number.

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To access your voicemail while sitting at your desk:

- a. Dial “*123” from your handset.
- b. Follow the voice prompts.

To access your voicemail remotely from outside the office:

- c. Dial your own phone number and listen for your greeting
- d. Dial the * key, you will then be prompted for your password.

VOICE MAIL OPERATION

Voice Mail Tree (Option Menus)

Operation of your voice mail box is simple. In most cases, if you do not know what to do, just wait for the system to tell you what options are available! Here are the menu trees for the 3 areas of your voice mail box.

MAIN MENU

1. **Listen to Messages**
New by default
2. **Change Folders**
To access old and saved messages
0. **Mailbox Options**
To record your name and greetings
- * **Help**
- # **Exit**

LISTEN TO MESSAGE MENU

1. **Listen to Messages**
2. **Move Message to Folder**
0 New Messages
1 Old Messages
2 Work Messages
3 Family Messages
4 Friend Messages
3. **Advanced Options**
1 Reply
2 Call Back
3 Message Envelope
4 Outgoing Call
4. **Play Previous Message**
5. **Repeat Current Message**
6. **Play Next Message**
7. **Delete Current Message**
8. **Forward Message To Another Mailbox**
(Note! Enter Complete 10-Digit Number!)
1 Prepend Message
2 Forward without Prepending
* Return To Main Menu
9. **Save Message In A Folder**
- * **Help**
- # **Exit**

MAILBOX OPTIONS MENU

1. **Record Unavailable Message**
Your main message
 2. **Record Your Busy Message**
This is what will play when you turn on DO NOT DISTURB
 3. **Record Your Name**
This is what will play when people search your “dial by name” directory
 4. **Record Your Temporary Message**
Typically used as a vacation message, this message will override your main message until it is deleted. To delete, return to this menu and press “2” – your main message will now play again.
 5. **Change Your Password**
 - * **Return To The Main Menu**
- Options While Recording Your Message or Name**
1. **Accept Your Recording**
 2. **Review / Listen Recording**
 3. **Re-Record Message**

For more information, visit

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