



Quick Guide to using Aptela Calling Features.

Press # during any call to go to the Options Menu.
This also acts as a hold feature.

Option	Action
1	Resume your conversation.
2	Transfer to voicemail (yours, or any other extension).
3	Transfer to another extension by number.
4	Transfer by last name (anyone in your company directory).
5	Transfer to another phone number (any outside phone number).
6	Transfer to main menu (sends call to company call tree).

Outbound Dialing Instructions.

Calling another Aptela extension from desk phone.

- 7 + extension -- Dials an employee's find-me list.
- 5 + extension -- Dials employee's IP desk or soft phone.

Local or Long distance calls.

(area code) - xxx - xxxx
example: 703 - 386 - 1500

International calls.

011 - country code - city code - number
example: 011 - 55 - 21 - xxx - xxxx

Notes.

You do not need to dial 9 for outside access.
Dialing 1 for long distance is not necessary.