STEP 1: CONNECT YOUR BIZFON
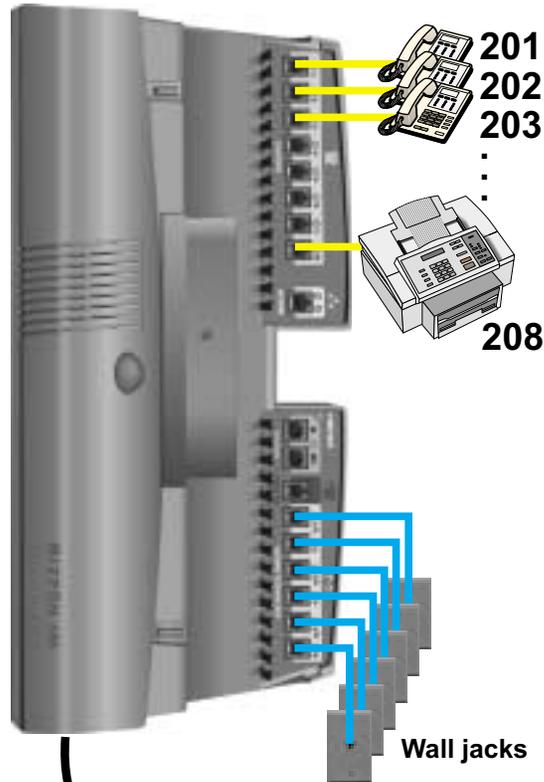
Note: This card will get you up and running quickly.
Refer to the documentation for more detailed information.
Bizfon recommends professional installation.
Call (877)603-4100 to order your professional installation today.

BIZFON

FASTEN BRACKET TO WALL, THEN...

... SNAP BIZFON ONTO BRACKET
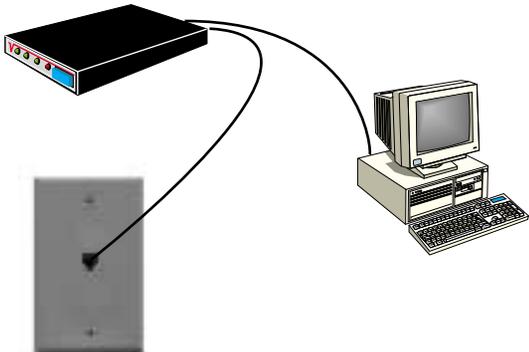
201
202
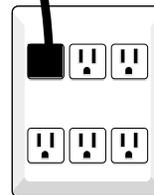**203**
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FAX: OK THROUGH BIZFON

208

Wall jacks

NOTE: If your telephone lines are not connected and functioning, you need a professional installation. Call (877)603-4100 to order your ProInstall today.
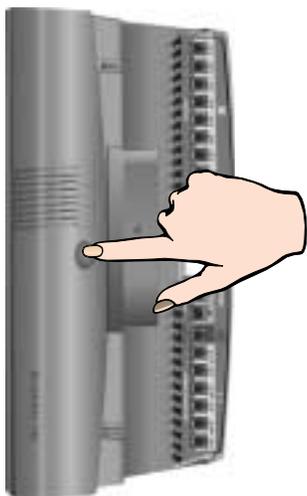
MODEM: SEPARATE LINE! NOT THROUGH BIZFON!

PLUG POWER IN LAST!

OVER

STEP 2: TEST YOUR BIZFON

1. After all is connected, plug in the power cord, and wait about 90 seconds until you hear "The Bizfon is ready..."
2. Press Blue Test Button
3. Listen to and follow instructions: "Welcome to the Bizfon diagnostics...."
4. Run all tests all the way through until you hear "The Bizfon is ready..." the second time.
"The Bizfon is ready..." the second time.

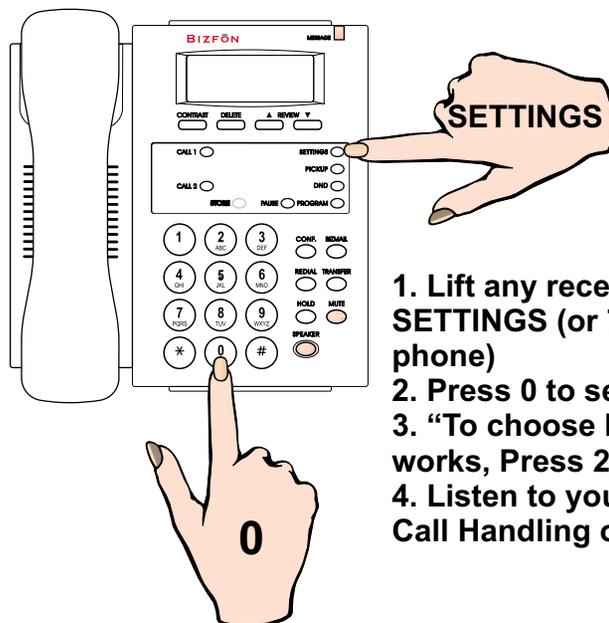The diagnostics can take up to ten minutes to complete and you must be present to press the buttons when prompted.

STEP 3: SET UP EXTENSIONS

For each extension:
1. Lift receiver
2. Listen to and follow instructions: "Welcome to extension 201. To set up this extension now,..."
3. Follow instructions all the way through
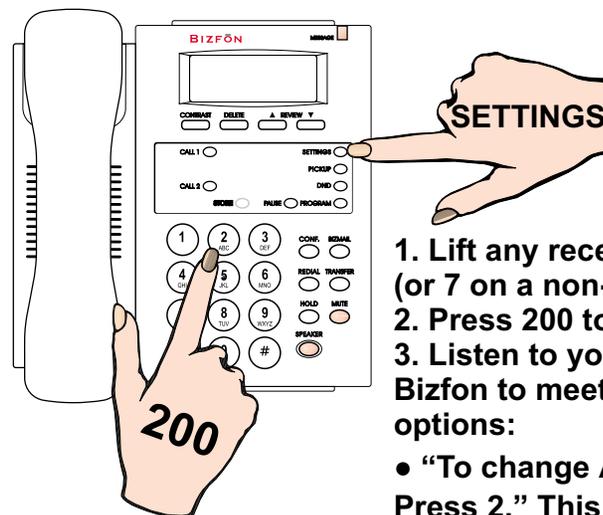4. Follow same procedure for any fax extensions

STEP 4: CALL HANDLING

SETTINGS

1. Lift any receiver and press SETTINGS (or 7 on a non-BizTouch phone)
2. Press 0 to select Operator settings
3. "To choose how the Attendant works, Press 2."
4. Listen to your three Incoming Call Handling options and select one

0

STEP 5: SYSTEM SETTINGS

SETTINGS

1. Lift any receiver and press SETTINGS (or 7 on a non-BizTouch phone)
2. Press 200 to select General Settings
3. Listen to your options and set up your Bizfon to meet your needs. Two popular options:

● "To change Auto Attendant greetings, Press 2." This is to change your Company Greeting that callers will hear.

● "To set the System Clock, Press 4." This sets the time

200

STEP 6: CALL 299 TO REGISTER AND GET A GUIDED TOUR