

Analog phone Instructions

To place an internal call:

- 1.) Pick up the phone and dial the four digit extension of the person with whom you wish to speak

To place an external call:

- 1.) Pick up the phone
- 2.) Dial 9
- 3.) Followed by the phone number of the person with whom you wish to speak

To transfer a call:

- 1.) When you have a caller on the line
- 2.) Press the switch hook for 1 quick second or press flash key if your phone has that key.
- 3.) Dial the phone number of the person with whom you wish to speak
- 4.) After that person answers, hang up the phone

Voicemail:

Set up voicemail:

- 1.) Dial 8000
- 2.) If you are calling from your own phone skip to step "e".
- 3.) If you are calling from a phone that is not your own press * #.
- 4.) Enter your mailbox number
- 5.) Enter temporary password (which is your extension number) then press #
- 6.) Follow the automated prompts

Check voicemail:

- 1.) Dial 8000
- 2.) If you are calling from your own phone skip to step "e".
- 3.) If you are calling from a phone that is not your own press * #.
- 4.) Enter your mailbox number
- 5.) Enter your password then press #.
- 6.) Follow the automated prompts

To skip to the end of a voicemail message:

- 1.) Press 33

2.) 7 to delete, 9 to save, 4 to replay message, 5 to retrieve message information

Phone Greeting:

Change Phone Greeting:

- 1.) Dial extension 8000.
- 2.) Key in your password
- 3.) Press 4 for personal options and then 3 for greetings
- 4.) Press 1 for personal greetings, 2 for extending absence, and 3 for recorded name

Change recorded name:

- 1.) Dial extension 8000.
- 2.) Press # extension number
- 3.) Press 4/Press 3/Press 2/Press 1

Redial:

- 1.) Dial *70