



12/06

SET UP INSTRUCTIONS FOR VOICE MAIL BOXES

1. You must first call your voice mail system
Press Voice Mail button on telephone
From outside, dial the voice mail telephone number.
2. When system answers, press * and your mailbox number.
3. Enter your password (use your mailbox number the first time you call in) and press #.
4. You will then be asked to change your password. Follow voice prompts.
5. You will be asked to record your first and last name for the system.
Follow the prompts.
6. You will hear "Your mailbox will now completely set up." If you have any messages you will be told how many and instructed to press 1 to listen to messages. You will then be told to press 2 to send a message, or press 4 for Personal Options. You must press 4 for Personal Options in order to record your greeting.
7. You will be told to press 1 to change your greeting. Press 1.
8. You will be told to press 1 for primary greeting. Press 1.
9. Following instructions, record your greeting after the tone, press # at the end.
10. You will then be prompted to press 1 to replay. Press 1, listen, if satisfied, follow prompt and press # to save. If not satisfied, press 3 to erase and re-record. When satisfied, follow prompt and press # to accept.
11. After doing these steps, you can hang up....



TELEPHONE SYSTEM HELPFUL HINTS

TO DIAL OUT: Press the <OUTGOING> key, then dial the number.

TO DIAL AN EXTENSION: Dial the 3 or 4 digit extension number.

TO PUT A CALL ON HOLD: Press the <HOLD> key.

TO TAKE A CALL OFF OF HOLD: Press the blinking <CALL> key.

TO TRANSFER A CALL (UN-ANNOUNCED): While on a call, press the <TRANSFER> key, dial the extension number, and then hang up

TO TRANSFER A CALL (ANNOUNCED): While on a call, press the <TRANSFER> key, dial the extension number, but don't hang up. When your party answers, announce the call and then hang up to complete the transfer.

TO PUT A CALL ON HOLD AT ANOTHER EXTENSION: While on a call, press the <TRANSFER> key, dial the extension number, but don't hang up. Press the <HOLD> key, and then hang up to complete the transfer to hold.

-TO ANSWER A CALL THAT IS RINGING OR HOLDING AT ANOTHER STATION: Press the <PICKUP> key, then dial the 3 or 4 digit extension.

TO ENTER FEATURE CODES: Press the ∞ or <SPCL> key, and then enter the feature code.

TO SET VOLUME: Press Volume up/down key while on speaker or handset to adjust volume. When the desired volume is reached, press in the CENTER of the Volume up/down key to save.

TO CONFERENCE: While on a call, press "CONF" key (to put caller in holding tank), dial 2nd party (Extension # or outgoing and outside number) when the party answers, press "CONF" (to put in holding tank), dial 3rd party (if needed) and press "CONF" key TWICE to connect the conference call parties.

TO PROGRAM A PERSONAL SPEED DIAL: Press the ∞ or <SPCL> key and enter 383 on your dial pad. Press the button to program, press the # key, type the name and press the # key; enter the 4 digit extension number, or dial 8 and the outside number; press the # key to save. Repeat the above steps to program your next buttons.

To Turn Off/On HANDSFREE: Press the ∞ or <SPCL> key and enter 319 on your dial pad.

*PLEASE NOTE WHEN AN OUTSIDE CALLER CALLS IN IF YOU DON'T PICK UP THE CALL WILL GO INTO VOICE MAIL. INTERNAL CALLS IN THIS BUILDING ONLY (BHS) WILL RING WILL NOT GO INTO VOICE MAIL. IF YOU WANT TO LEAVE SOMEONE A MESSAGE (INTERNALLY) DIAL VOICEMAIL BUTTON THEN THE EXTENSION.