

## TELEPHONE AND VOICE MAIL QUICK REFERENCE GUIDE (SINGLE LINE ANALOG PHONES)

### Placing an Call:

1. Lift Handset
2. Dial 9 (for outside Calls only)
3. Dial number

### Accessing Voice Mail:

1. Lift handset (*Hear Stutter Dial Tone if New Messages*)
2. Dial \*8
3. Enter Security Code (if programmed)
4. Press "0" for Main Menu of Options

### Accessing Voice Mail from Outside of Building:

1. Dial main number
2. Press # ,then dial EXT when system answers
3. Enter Security Code (if programmed)
4. Follow prompts

### Changing Greetings:

1. Access **Voice Mail (dial \*8)**
2. Enter Security Code (if programmed)
3. Press "**G**" or "**4**" key or press "Greet" on Soft Keys under Display
4. Press "**R**" to record or Press 1, 2 or 3 to pick greeting number  
(Picking greeting number automatically activates that greeting)
5. Press # when done recording—press "**L**" or "**5**" to listen to greeting
6. Press Speaker or Hang up when done

### Changing Security Code (Password):

1. Access **Voice Mail (\*8)**
2. Press "**OP**" or "**67**" for Mail Box Options
3. Press "**S**" or "**7**" for Security Code (Follow Prompts)

### Options While Listening to Messages

1. Backup a Few Seconds (Press "**B**" or "**2**")
2. Backup to Beginning (Press "**BB**" or "**22**")
3. Pause/Resume (Press "\*" Key)
4. Erase Recording (Press "**E**" or "**3**")
5. Hear Time and Date (Press "**TI**" or "**84**")