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”)