

Using Your Phone: The BASICS

TO CHECK YOUR VOICE MAIL WHEN YOUR MSG KEY IS FLASHING

1. Depress your **MSG** key
2. Wait for answer and enter your security code when prompted.
3. Follow the voice mail prompts.
4. Remember to exit the system by pressing **9,9,9 #**.

TO ENTER VOICE MAILBOX FROM ANY PHONE INSIDE YOUR CAMPUS

1. Depress your intercom and dial voice mail at extension 850.
2. Wait for answer and dial *
3. Dial your user ID mailbox number and press #
4. Dial your security code and press #.
5. Follow voice mail prompts
5. Remember to exit the system by pressing 9,9,9 #.

TO CHECK YOUR VOICE MAIL FROM OUTSIDE YOUR CAMPUS

1. Dial the main number of your school
2. Wait for answer and dial *
3. Dial your mailbox number and press #
4. Dial your security code and press #
5. Follow the voice mail prompts
6. Remember to exit the system by pressing 9,9,9 #. If speaking with someone live, and you want your voice mail, ask to be transferred to extension 850, then press * once you hear the school greeting.

PLAYING MESSAGES

1. Access your voice mail as in section 1, 2, or 3 of this document
2. Press 1 to hear each message
3. Press 2 to save the message
4. Press 3 to delete the message
5. Press 5 to forward to another mail box. Follow voice prompts.

TO TRANSFER A CALL DIRECTLY TO A VOICE MAILBOX OR TO A TEACHER (without ringing their phone).

1. While on a call press **CNF/TRN 850**.
2. Wait for the main greeting to start and press **8#**
3. Enter the mailbox number or extension number and hang up.

TO MAKE AN OUTGOING CALL

1. Lift handset
2. Depress the **CALL OUT** key.
3. Dial 9 on the phone.
4. Dial the area code and number

SPEAKERPHONE:

If already on a call, to talk on speakerphone, you must press and hold the **SPKR** button down and place the handset back in the phone cradle (while holding the **SPKR** button down).