| | |
|---|---|
| ⚙ | **APPLICATIONS** |
| ▣ | **MESSAGE** |
| ▣ | **TRANSFER** |
| ▣ | **DIRECTORY** |
| ▣ | **HOLD** |
| ▣ | **CONFERENCE** |
| ▣ | **SPEAKER** |
| ▣ | **HEADSET** |
| ▣ | **MUTE** |
| ✳ | **STAR** |
| # | **POUND** |

## FIRST TIME VOICE MAILBOX SETUP

Press ▣ button, enter default PIN of 12345 then # button. Automated enrollment will walk you through options to: *Record Name, Personal Greeting, and Change PIN.*

## ACCESSING VOICE MAILBOX

Press ▣ button, follow directions. You can also:
- ➜ Press 2 to Send a Message
- ➜ Press 3 to Hear Old Messages
- ➜ Press 4 for **Setup Options**:
  - 1 = Change Greeting
  - 2 = Message Settings
  - 3 = Preference Settings (change PIN)
  - 4 = Transfer Settings
  - 0 = Help

## ACCESSING VOICE MAILBOX REMOTELY

Dial your phone number. When you reach voice mail, press ✳ key, enter 4 digit extension, enter PIN.

## COMMON PHONE TASKS:

**Outside line**: Press **STAR** button, dial number.

**Transfer call**: Press **TRANSFER** button, enter number, press **TRANSFER** again.

**Transfer call to voice mail**: press **TRANSFER** button, press **STAR** twice, extension, and press **TRANSFER** button again.

**Hold call**: Press **HOLD** button and press it again to resume.

**Switch to headset during a call:** Press **HEADSET** button, then hang up the handset.

**Speaker phone:** Press **SPEAKER** button, dial number. If during call, hit **SPEAKER** button and hang up handset.

Dial 8345 for **HELPDESK**