

# Concise Voice Mail and Telephone Instruction Sheet

## TO TURN ON YOUR VOICE MAIL (Voice Mail receives all of your calls)

- Lift handset
- Press \*5 8200
- Wait 6 seconds and you will hear a flat tone
- Hang up handset

## VOICE MAIL INSTRUCTIONS

### TO TURN OFF YOUR VOICE MAIL AND RECEIVE CALLS IN YOUR CLASSROOM

- Lift handset
- Press #5 (you will hear a flat tone right away)
- Replace handset

### TO PROGRAM YOUR TELEPHONE

When you come back into a new classroom

- Dial 8200 (the previous telephone user should have deleted the old Security Code)

At this point, the electronic voice will play any messages

- Press 7 for set up options
- Press 4 for GREETING
- Press 6 to edit STANDARD GREETING

The electronic voice will play the current greeting and then ask you, would you like to rerecord your standard greeting?"

- Press 1 for yes and record your own greeting
- The electronic voice will then let you listen to the greeting you just recorded and ask you, "Would you like to change it?"
- Press 2 for No if you are happy with your recorded greeting
- or
- Press 1 for Yes and rerecord it again Press.,,#
- Press 7 for Personal Options
- Press 4 - the electronic voice will ask you to enter your new Security Code and then will ask you to reenter it to confirm
- Press 5 - the electronic voice will say, "Your recorded name is ...Would you like to change it?"
- Press 1 for Yes and it will record your name Say only your
- first and last name
- Hang up the handset

### HOW TO TRANSFER A CALL TO VOICEMAIL

Transfers an outside caller directly to an employee's voicemail greeting (does not ring the phone),

- While on a call, press TRF (or FLASH on a single line phone)
- Dial 8200
- Press it (to get to the main greeting)
- Enter the 4-digit extension + 2

## USER INSTRUCTIONS FOR DELETING A SECURITY CODE Dial 8200 for Voice Mail

- 0 Enter your Security Code
- Press 7 for set up options
- Press 7 for Personal Options
- To change your Security Code, press 4 To delete your Security Code, press \*
- The electronic voice will ask if you are sure you want to delete your Security Code; press 1 for Yes to delete the Security Code
- Hang up handset to exit

## INSTRUCTIONS FOR USING YOUR CLASSROOM TELEPHONE

### PLACING A CALL INTERNALLY:

Lift Handset, hear dial tone -> dial 4-digit extension number or dial "0" for Souza Operator

### PLACING AN OUTSIDE CALL

Lift Handset; hear dial tone -> dial "9" -> dial telephone number

### PLACING A CALL ON HOLD:

While connected to another extension or outside call, press the **FLASH** key, hear special dial tone -> dial "u" -> receive dial tone

### RETRIEVING A CALL ON HOLD

With a call on hold, restore the handset and the call will recall automatically

### TRANSFERRING A CALL

With an outside call in progress, press the **FLASH** key, hear special dial tone -> dial extension number to which you intend to transfer the call-> restore handset or wait for answer and announce transfer before restoring handset

### CONFERENCE CALL

While talking to a party, press the **FLASH** key, hear the special dial tone, -> call the second party (another station or an outside party) -> inform the party of the conference -> press the **FLASH** key -> converse

### LAST NUMBER REDIAL Dial\*\*

### STATION SPEED DIAL TO PROGRAM:

Lift handset, hear dial tone, -> dial "45" --> dial individual speed dial bin 41 (00-09) -> dial 9 -> dial telephone number -> restore handset

### TO USE:

Lift handset, hear dial tone -> dial # \* --> enter 2-digit speed dial bin # -> wait for phone to dial