

CALL HANDLING

Receive a Call	<ul style="list-style-type: none"> Lift the handset
Place a Call	<ul style="list-style-type: none"> Lift the handset before or after dialing a number <p>NOTES</p> <ol style="list-style-type: none"> To dial an outside number, first dial #

VOICEMAIL

Initial Setup	<ul style="list-style-type: none"> Press * then your extension Press * after hearing greeting Enter your extension and press # Enter the default PIN (1234) and press # Follow the operator instructions, pressing # for confirmations
Change Voicemail PIN	<ul style="list-style-type: none"> Press * then your extension Press * after hearing greeting Enter your extension and press # Enter your PIN and press # Press 4 for Setup Options Press 3 for Personal Settings Press 1 to Change PIN Enter your new PIN and press # Enter your new PIN again and press #
Bypass Voicemail Greeting – Leave Message Immediately	<ul style="list-style-type: none"> Press # at any time while listening to the greeting Leave message and hang up
Leaving Voicemail Without Calling	<ul style="list-style-type: none"> Press * then dial the person’s number Leave message and hang up