

VOICE MAIL GREETINGS

There are a minimum of two greetings which must be recorded by ALL employees, or when employees change stations.

OPENING GREETING

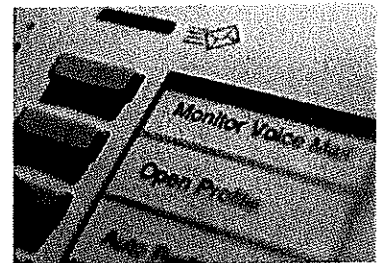
- Press **MESSAGE** key
- Enter your security code at the prompt (your extension number)
- Press **9 - Options**
- Press **8 - Change Your Greeting**
- Select **0** to record a personal greeting

"Hello. You have reached (your name). I am not available to take your call right now. Please leave a message at the tone and I will get back to you as soon as possible, or you may press zero to reach the operator after a slight delay."

- Press **#** when finished recording
- Select **2 - Review** or **0 - Record**
- When satisfied with recording, press **0 - Save**
- Press the right most button below the main screen to end the call.

YOUR DIRECTORY NAME

- Follow steps 1 and 2 above
- Press **9 - Options**
- Press **5 - Self Identification**
- Press **0 - Record Your Name**. Immediately after the tone, record your first and last name
- Press **#** when finished recording
- Press **2 - Review, 0 - Record** or **0 - Save - 1 Delete**
- Press the right most button below the main screen to end the call.



NOTE:

You may record up to seven different greetings for when you are on the phone, out of the office, and so forth. If you record more than one greeting, the last greeting recorded or reviewed is the "selected" greeting callers will hear. Please be sure to select the appropriate message.

TELEPHONE INSTRUCTION SHEET - TIPS

- After you dial the extension press “**SEND**” to dial quicker.
- The phones do not default to an intercom call as the existing phones do.
- To call someone as an **Intercom Call** (through their speaker) dial ***9 plus extension**.
- The **ALL PAGE** button in the upper right corner does page the entire office.
- You can advance between two screens with the lower right button on the screen display.
 - The first screen has two line keys on the left and **ALL PAGE** in upper right.
 - The second screen contains the **SHARED PARK** lines 0 through 8.
 - These keys are used to **PARK (HOLD)** a call. Anyone can retrieve the call at any phone by hitting the particular park line key.
 - If a **PARK LINE** is **green** no one is parked on the line, if a **PARK LINE** is **red** it means someone is holding on that line.
- It is **NOT** a touch screen
 - Operate the options with buttons at the right, left, and bottom of the screen
- **Red** flashing light indicates a missed call
 - The “History” key will show previous callers, including missed calls, and will turn off the red flashing light when you exit “History”
- **Green** message key means you have a voice message
- Please review the Basic Call Features that was previously distributed
- You **MUST** record your name for the directory and your personal greeting as outlined on the attached “*Voice Mail Greetings*” guideline