

Telephone Instructions

Please refer to the staff extension list for your extension number.

General phone use instructions:

1. Dial 9 for an outside line
2. To reach another extension, just dial the extension number. When you do this, you will be on speaker-phone and can speak directly into the room
3. To reach another extension's voice mail, press pound then the extension number

All Staff:

It is VERY important that all staff set up their phone. Please follow the instructions to set up your personal greeting, enter your name and record your name into the system. **IF YOU DON'T FOLLOW EACH OF THESE STEPS, YOUR NAME WILL NOT BE FOUND ON THE *DIAL BY NAME* OPTION AND YOUR PHONE WILL NOT HAVE A MESSAGE WHEN PEOPLE ARE TRANSFERRED TO YOUR VOICE MAIL. WITHOUT THESE ENTERED, IT CREATES CONFUSION FOR ANYONE WHO IS TRYING TO REACH YOU.**

Press the MSG button on your phone and then:

1. **Enter/change your Password.....Dial #, 7, 1**
Password length can be from 1 to 8 digits. Default password is 0000.
2. **Record your name Dial #, 7, 2**
This recorded name plays to your callers when they are transferred through the Auto Attendant. The Automated Directory also plays your recorded name so callers receive the correct spelling.
3. **Enter your dial-by-name directory nameDial #, 7, 3**
You are asked to first spell, enter and accept your Last Name, then your First Name on the telephone keypad. The Automated Directory uses the feature for callers who do not know your extension number but do know your name.
4. **Record your primary (no-answer) greeting Dial 5,1**
This personal greeting plays to your callers when you do not answer your phone.