

### To access your Voicemail:

1. **Dial 55** to access voicemail system
2. When you hear the main greeting, **press \***
3. **Enter your extension**
4. When prompted, **enter your security code and then #**
5. Follow the rest of the prompts to listen, save, and delete messages

### To make an external Call from a classroom

1. **Dial 44**
2. You will hear three short tones
3. The display will read "Enter Account Code"
4. **Press the 4-digit passcode and then #**
5. You will hear three short tones again
6. **Dial 7** to get an outside line
7. Dial the complete 10-digit number, including the "1" before the area code.

### To pick up a Parked Call:

1. Press the **Park Key**
2. If the call was parked in "orbit", dial the Orbit #  
If the call was parked at your extension, dial your extension

### To Transfer a Call:

1. Press the **Cnf/Trn** Button (on the bottom row of grey buttons on your phone)
2. Dial the extension
3. Hang Up

### To record a call into your Voicemail Box:

Once the call has begun,

1. Press the **Voicemail Transfer Button** on the phone
2. Enter your extension and then #
3. Hit the **#** button to stop recording
4. Conclude your call and hang up

### When Listening to a Message:

- Press 1 to play the next message
- Press 2 to save the message
- Press 3 to delete the message
- Press 4 to pause/resume the message
- Press 5 to forward the message to another extension/user
- Press 6 to reply to a message (internal calls only)
- Press \* to go back 4 seconds
- Press # to go forward 4 seconds
- Press \*1 to replay the entire message