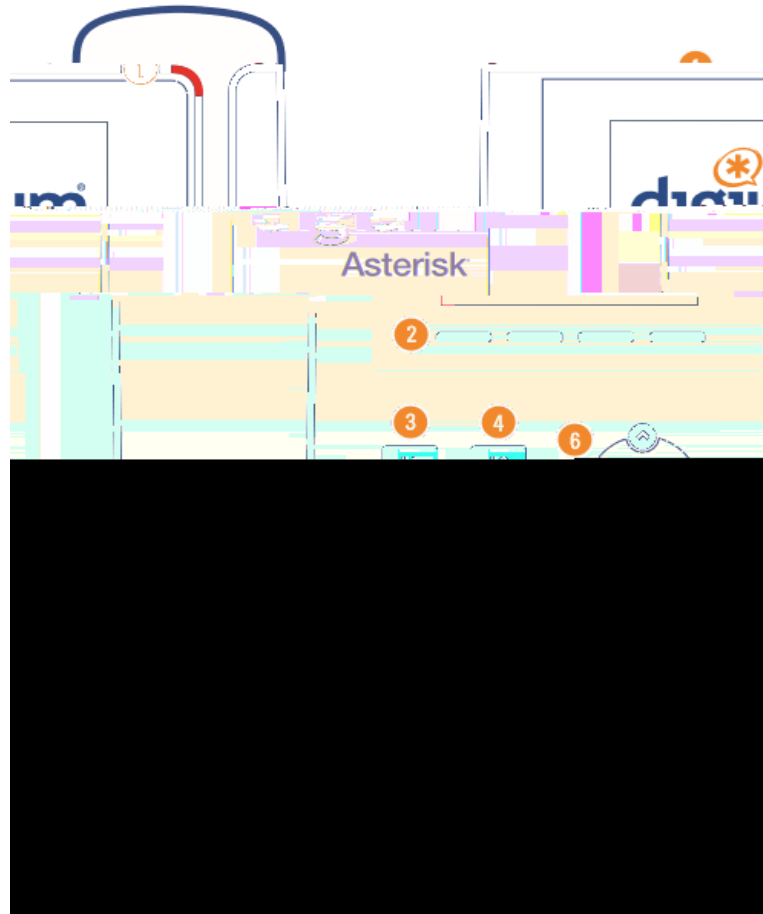


# Phone Quick Setup Guide

## FIRST TIME USER:

Lift the handset and press the envelope button. Your extension is your password. Password must be changed and will prompt you to do so. You will be asked to record a greeting, busy message and name. After set up, you will not need to enter a password to check your voice mailbox. If you want the password option turned on when checking messages, contact the VoIP Administrator.



- |  |             |
|--|-------------|
| 1. Message Waiting Indicator           | 7. Keypad   |
| 2. Softkeys                            | 8. Headset  |
| 3. Line 1                              | 9. Mute     |
| 4. Line 2                              | 10. Redial  |
| 5. Messages                            | 11. Speaker |
| 6. Navigation, Confirmation and Volume |             |

## OUT OF OFFICE

Enter your voice mailbox by pressing the Messages button (envelope icon). Choose option zero. Press 4 for temporary greeting. Create the message. Press # when done. Press 1 to accept.

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