PAGING FROM ANY PHONE - INSIDE AND OUTSIDE

This method of paging can be used on any phone in the system. Simply lift the handset, dial 84 (don't press page), wait a second or two, then do your page. Remember to press the "hang up" button when finished rather than just replacing the handset.

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PROGRAMMING ONE TOUCH AUTODIALS INTO YOUR PHONE

"F" below denotes the FEATURE button (above the hold button, the upside-down receiver icon):

PROGRAM A ONE-TOUCH INTERNAL AUTODIAL:
F*2, then press the button you want to program, then the three digit extension you want to assign to that button.

PROGRAM A ONE-TOUCH EXTERNAL AUTODIAL:
F*1, then press the button you want to program, then the external number (including the 9 and 1+area code if applicable) that you want to assign to that button.

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Click [here](http://hercules.as.utexas.edu/phonesystem/features.html) to download a Word format phone template that you can customize yourself!

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MORE USEFUL FEATURES

LEAVE A PERSONAL MESSAGE DIRECTLY IN SOMEONE'S MAILBOX
F980, then enter mailbox number* (3 digit extension). This doesn't ring the phone, it just deposits the message into voicemail.

FORWARD ALL CALLS TO VOICEMAIL
F984, then when you're ready to take calls again select "CANCEL". This is a "Do not disturb" feature.

TRANSFER CALLER DIRECTLY TO SOMEONE'S VOICEMAIL
F986 (don't press hold first), enter mailbox# (3 digit extension). This does not ring the phone you're transferring to, and thus if the party is not there the call won't come back to you.

TRANSFER CALLS BOUND TO YOUR VOICEMAIL TO OPERATOR (Info Desk)
F981, enter your password, press 0. This is useful if you're expecting a call but are away from your desk - Info Booth personnel can reach you by radio and transfer call to any phone.

OPTIONS WHEN LISTENING TO VOICEMAIL MESSAGES (not on display)
Press 7: Envelope information (date and time voicemail was left)
Press 6: Skip to next message
Press 4: Skip to previous message

CHECKING YOUR VOICEMAIL WHEN AWAY FROM VC
Dial your number, press ** during your greeting, at prompt enter mailbox# (3 digit extension) and password as one number, then #, then follow prompts.

*Remember Kevin's mailbox # is 105, not 100.