EPS Classroom Phone Quick Reference

Internal Calls........................ Dial 4 Digit Extension
External Calls ....9+Area Code+ 7 Digit No.

EMERGENCY **911**

To HOLD a call
- Press HOLD button (light flashes)
- To return to the call, press the flashing extension button

To TRANSFER a call
- Keep the first call on the line
- Dial the extension you are transferring to
- Depress Transfer

START Forward to Voice Mail
- With receiver down, press Forward key
- Dial 5001, then press END

STOP Forward to Voice Mail
- With Receiver down, press Forward button
- Press End

CONFERENCE Call
- Place call to first number, or keep caller on the line
- Dial the second number
- Press the Conference button

OFFICE Button
Use this button only in emergencies to ring the office

Voice Mail Options

Log onto your voice mail

Dial into Voice Mail
- **External**......................................425-385-5000
- **Internal**.......................................Dial 5000
- At **your** phone: Enter Password, then #
- At **another** phone: Enter ✱, your extension, #, your password, #

Listening to Messages

❶ Listen to unheard messages
- ① Rewind 5 seconds each key press
- ② One press to pause, another to restart
- ③ Fast forward 5 seconds each key press

❹ Replay the message

❻ Send a copy to another person's phone

❼ Erase the message

❽ Reply to an internal voice message

❾ Save the message

When finished, press the star (✱) key until the system says "Goodbye".

Send a Voice Message - Press ❷

Transferring a call to voice mail
- Dial the extension to transfer to + 8
- Press the transfer button
- Hang up or press END

Changing Greetings and Passwords
- Login to voice mail
- Press ❹ to change your personal options