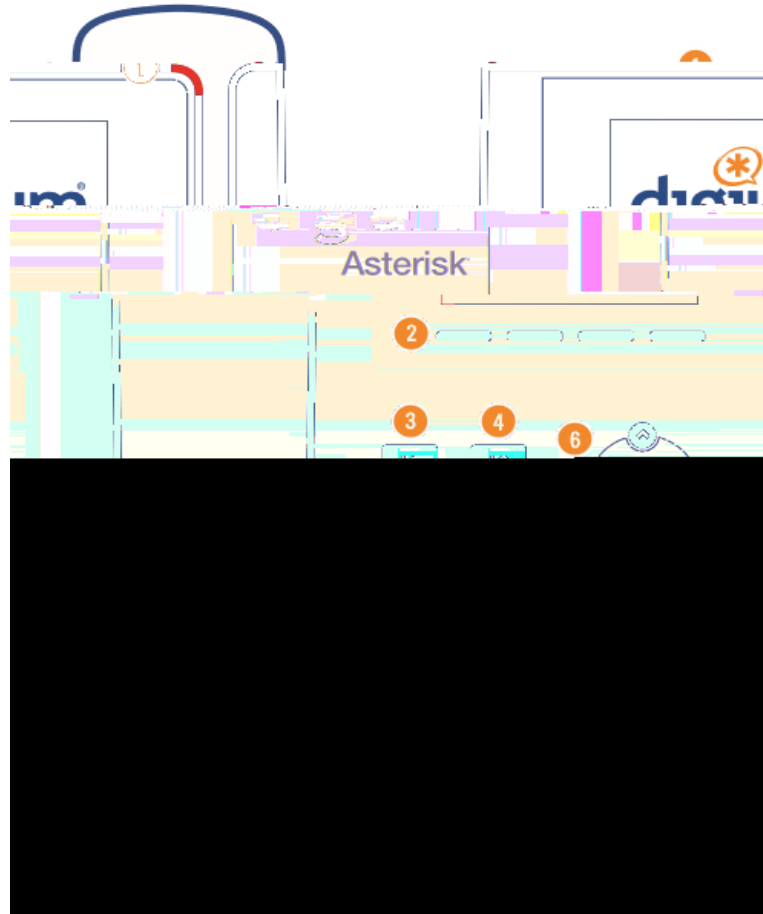


Phone Quick Setup Guide

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, please 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. 5 [(so)-10.3 (f)-5.7 (t)-2.3 (k)-2.3 (e)0.6 (y)-4.3 (.)-5.3 ()]TJ -0.005 Tc 0.0