

Attached is a phone guide - it is generic for all 8800 series phones - ours is the 8865, so there are a few differences due to additional features of the 8865

One of the differences is...

**Listen to your Voice Messages (Visual VM Option)**

Press Messages (cassette button)

- enter extension and PIN

Press sign in (soft key)

Highlight the message you want to listen to

Press Play (soft key)

**Additional instructions not on the Quick Start Guide**

**Initial VM set up (Visual VM Option)**

Press Messages (cassette button)

- enter extension (XXXX) and PIN (XXXXX)

Press sign in (soft key)

Follow the audio prompts

**Initial VM set up (Audio VM Option)**

From any campus phone Dial 4567 (Or 660-543-4567 on **any outside phone**)

Press \* when the recording comes on

Follow the audio prompts (ID - XXXX)

PIN - XXXX

Follow Audio Prompts

**Listen to your Voice Messages (Audio VM Option)**

From any campus phone Dial 4567 (Or 660-543-4567 on any outside phone)

Press \* when the recording comes on

Follow the audio prompts (ID is your extension)

**Transfer a call directly to VM**

Press the transfer key (arrow pointing to person) then \*

Dial the number

Press transfer (soft key)

**Call directly to VM**

Dial \* then number

**To forward your desk phone line to your cell phone/home phone, etc:**

Select the line (if you have multiple lines on your phone)

Press forward all (soft key)

Enter the number to forward to as you would dial 9-1-xxx-xxx-xxxx for off campus. It will read on your phone where it is being forwarded

To receive calls again, press forward off (soft key)

**Forward your calls directly to VM**

Select the line (if you have multiple lines on your phone)

Without lifting the handset, press forward all (softkey)

Press messages/voicemail key (cassette button)

**To cancel forward**

Press the forward off (soft key)

**Changes to VM set up (Greetings/PIN/etc.) (Visual Option)**

Press message/voicemail key (cassette button)

- enter extension and PIN

Press sign in (soft key)

Press Options (soft key) ...You may need to push ... (dots) (softkey) to see options

Highlight #5 "Go to audio voicemail set up"

Press Go (soft key)

Follow audio prompts

Greeting - press 1

Message Settings - press 2

Preferences - 3

- 1 PIN

- 2 recorded name

**Changes to VM set up (Greetings/PIN/etc.) (Audio Option)**

From any campus phone Dial 4567 (Or 660-543-4567 on any outside phone)

Press \* when the recording comes on

Follow the audio prompts (ID is your extension)

Set up options – Press 4

Greetings – Press 1

Message settings – Press 2

Preferences – Press 3

- 1 PIN

- 2 recorded name

### **Change the ringtone**

From any campus phone

Press settings key (cog wheel)

Choose (highlight) Settings, press enter (large round button)

Choose Ringtone, press enter

Choose the phone line, press enter

Press Edit (soft key)

Choose ringtone (you can listen to them by highlighting and pressing "play" (soft key))

Press Set (soft key)

If you want to change other lines at this time you can push the round button again (ringtone is highlighted) and repeat the steps above.

Once you have them set, press Exit (soft key)