

Basic Operating Instructions for the Polycom Classroom Telephone

Note: You will know if you have a message in your voice mail system when the red light on the top right of the telephone is flashing.

1. To access your voice messaging system dial your phone extension. This can be found by looking at the top left of the telephone display. It will be located under the time on this display. This will be a 4 digit number.
2. After typing in your phone extension press the second button under the display. It will be labeled **"Dial"** on the screen. If you make any errors typing in your extension you can press the first button under the display labeled **"<<"** to back up and make corrections.
3. After pressing dial you will hear the message **"Welcome to your voice messaging system. Please enter your passcode. Then press the pound key"**.
4. The default password for the messaging system is **0000**. After typing in this password press the # key.
5. After pressing the # key you will hear the message **"You have (x amount) new message(s) in your mailbox. To listen to your messages press 1"**.
6. Press 1 on the keypad. You will hear the message **"First new message received (date) at (time)"**
7. The voice message will play and you will hear the message **"To save this message press the # key, to erase this message press 7, to repeat this message press 2, to play the message envelope press 5, to call back the caller press 8, ..."**
8. Choose which action you would like to perform and press the corresponding button on the keypad as described in Step 7.

9. Continue through each message until you get the message **“You have listened to all your messages in your mailbox”**.
10. Once you have listened to and deleted, saved, repeated, etc. your messages you can press the second button under the display labeled **“End Call”** to disconnect from the voice messaging system.