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Phone Setup

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Initial Phone Setup

1. Pick up the handset and Dial 198 or leave the handset on the phone and dial 198-press dial.
 2. It will ask for your passcode dial 6000 or your old passcode. #
 1. Press 9
 2. Press 5 to Record your Personal Identification.
 3. Press 7 Change your Pin if it is 6000
 4. Press 8 to change your Greeting Message
 2. Press * to listen to messages
 3. Press 9 for Mailbox Options
 4. Press # to exit.
3. Press 9 for mailbox options.
- A. Press * to listen to messages
- B. Press 4 to delete all read messages
- C. Press 8 to Change your Greeting Message
- D. Repeat Press 9
- E. Press # to exit this menu

To Check Voicemail from any Phone Internally

1. Dial 198 #
2. Extension #
3. Passcode

To Check Voicemail from Home or Cell

1. Dial 219-464-9621
2. Dial 9
3. #
4. Extension #
5. Passcode

