

 **PLEASE NOTE: These procedures are only for Panasonic phone system users – Justice Center – Health Department – Department of Social Service**

### How to check Voicemail

- Dial **160** for voicemail
- Enter your password then press **#**
- Press **1** to receive your messages

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### How to Check/Change Voicemail settings remotely

1. Call Office phone
2. When voicemail answers dial **#6 \*ext.**
3. Enter you Voice mail password followed by the # sign

#### To check Voicemail

- Press **1** to receive a message

#### To Change Voicemail settings

- Press **5** for mailbox management
- Press **1** to Change personal greeting
- Press **1** to Change the no answer greeting
- After the greeting has been recorded, follow the directions of the prompt to apply the new greeting.

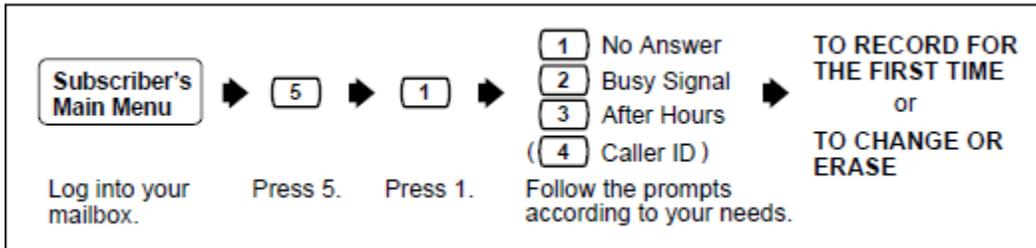
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### How to have a Conference call

1. Make a call as you would normally
2. At any time during the call press the CONF button. This will put your current caller on hold and initiate a new connection.

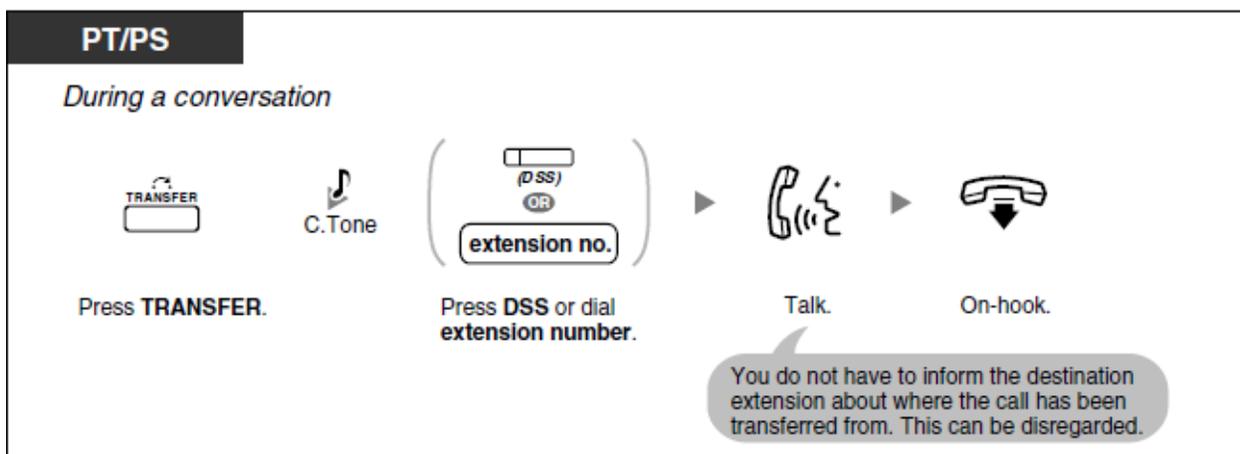
3. Dial the extension or phone number of the party you wish to add to the conversation (dial 9 first if the party is outside of the building)
4. Talk to the new party
5. Press the CONF button again
6. You are now connected to both parties
7. Repeat the above steps to add additional parties (up to 6)

### How to record Personal Greeting



1. Dial Voicemail (165)
2. Enter password
3. Press 5
4. Press 1
5. Follow prompts according to needs

### How to Transfer call within building



1. While on the phone with person you want to transfer, press **Transfer**
2. Either press one of the programmed flexible buttons **OR** dial and ext. within the building

3. Hang up the phone

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**If Voicemail password is Forgotten or lost**

- Contact Logan Jeleniewski (ext. 2245)

