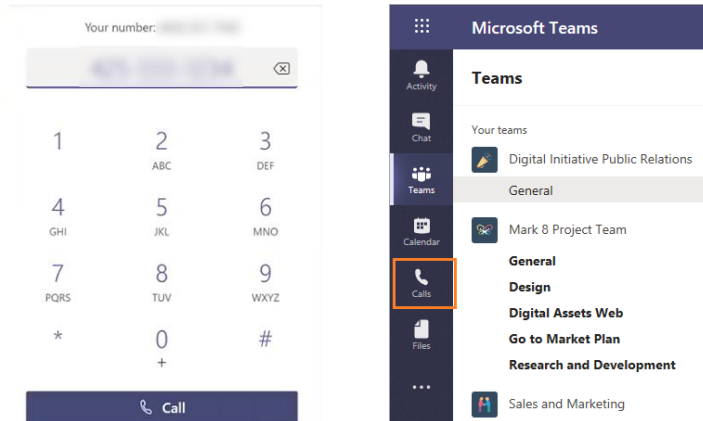
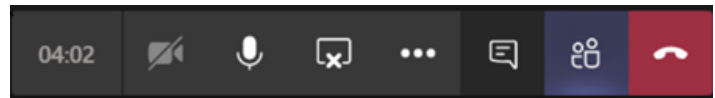


DIAL OUT:

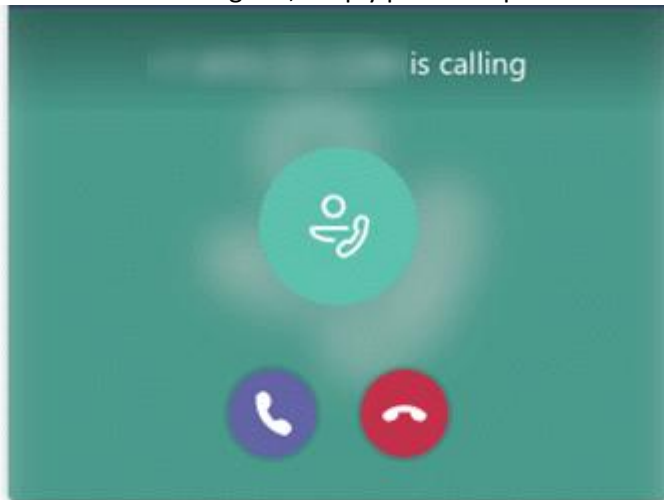
1. Use speed dial to call someone in your organization or use the dial pad feature to type in the phone number you wish to call and press the **Call** button.



2. Teams will place the call to your destination and utilize the microphone and speakers your user has set up for this purpose.

**ANSWERING A CALL:**

1. On an incoming call, simply press the phone handset icon.



VOICEMAIL

ACCESSING YOUR MAILBOX:

- Using your Teams application, dial your own extension or work number
- Enter default PIN [provided by NATG], then press #

CHANGING YOUR PIN:

- Using your Teams application, dial your own extension or work number
- Enter default PIN, then press #
- Press 3 for Personal Options
- To change your PIN, press 2
- Enter a 4 – 10 digit PIN, then press the # key when done
- Press * to return to the main menu

RECORDING YOUR GREETING:

- Using your Teams application, dial your own extension or work number
- Enter your PIN, then press #.
- Press 3 for Personal Options.
- Press 1 to Record your voicemail.
- After listening to your current greeting, press 1 to record a new greeting.
- Record your greeting, press # when finished.
- After reviewing your greeting, press 1 to accept it.

LISTENING TO MESSAGES:

- Using your Teams application, dial your own extension or work number
- Enter your PIN, then press #.
- Press 1 to listen to New messages.
- Press 2 to listen to Old message.
- While listening to the message, press:
 - 1 - replay the current message
 - 2 - delete the VM
 - 5 - confirm the deletion
 - 3 - mark message as unheard
 - 4 - skip the current message
 - 5 - callback the sender of the voicemail
 - 6 - forward voicemail to the extension
 - # - skip the playback of message details

CHECKING YOUR VOICEMAIL REMOTELY:

- From an outside line call your direct number
- When the voicemail greeting begins, press #
- Follow the voice prompts - please enter your extension, Press # when done.
- Follow the voice prompts - please enter your PIN code. Press # when done.
- Follow the voice prompts and select your desired task:
- Press 1 to listen to new voice messages.
- Press 2 to listen to old messages.
- Press 3 for personal options - this also allows you to update your voicemail greeting.