

YOUR NEW PHONE

YOUR NEW PHONE IS A HIGH QUALITY INSTRUMENT THAT OFFERS MANY FEATURES, ONLY A FEW ARE EXPLAINED HERE. A TELEPHONE PAMPHLET IS AVAILABLE, BUT WE DON'T RECOMMEND USING IT. FOR ANY QUESTIONS, CONTACT RECEPTION.

YOU SHOULD HAVE THIS PHONE CONNECTED IN YOUR RESIDENCE SO YOU CAN BE CONTACTED FROM THE FRONT DESK IN CASE OF EMERGENCY, EVEN IF THE POWER TO THE BUILDING IS OUT.

YOUR PHONE HAS FIVE **MEMORY BUTTONS** THAT ARE PROGRAMED FOR IN-HOUSE CALLS.

1. RECEPTN
2. DINING
3. MENU
4. CLINIC
5. MAIL

TO USE MEMORY BUTTONS

1. Press SPEAKER
2. Press MEMORY BUTTON

ON THE KEYPAD

1. DIAL "8" FOR OUTSIDE CALLS [DIAL 8 + 1 + AREA + NUMBER]
2. DIAL "0" FOR FRONT DESK
3. DIAL "3" FOR MAIL & DATE
4. DIAL "1" FOR VOICE MAIL MESSAGES

MESSAGE WAITING – YELLOW LIGHT

YELLOW LIGHT FLASHES WHEN THERE ARE MESSAGES WAITING. PRESS "SPEAKER", OR LIFT THE RECEIVER, AND PRESS "1" TO HEAR NEW VOICE MAIL MESSAGES, THEN FOLLOW THE PROMPTS: PRESS "1" TO REPEAT THE MESSAGE, PRESS "2" TO HEAR THE NEXT MESSAGE, PRESS "3" TO ERASE THE MESSAGE. HANG UP WHEN FINISHED.

TO LISTEN TO OLD MESSAGES THAT HAVE ALREADY BEEN RECEIVED: LIFT THE TELEPHONE RECEIVER AND PRESS "1", AND LISTEN TO THE PROMPTS.

RED LIGHT FLASHES

1. EVEN AFTER LISTENING TO VOICEMAIL MESSAGES, THE RED LIGHT WILL BLINK, INDICATING THERE ARE UNANSWERED CALLS. THE RED LIGHT WILL BLINK WHENEVER A CALL WAS RECEIVED, EVEN IF NO MESSAGE WAS LEFT. TO SEE WHO THE CALLERS WERE, PRESS THE DIAMOND-SHAPED BUTTON BELOW THE SCREEN UP OR DOWN AND THE PHONE NUMBERS WILL APPEAR. – PRESS THE DELETE BUTTON TWICE TO REMOVE.
2. TO STOP RED LIGHT FROM FLASHING, YOU MUST REVIEW YOUR UNANSWERED CALLS.
3. TO REVIEW YOUR UNANSWERED CALLS, USE THE DIAMOND-SHAPED BUTTON TO SCROLL UP OR DOWN.

THE "VOICE MAIL" BUTTON ON YOUR PHONE IS INACTIVE. TO GET YOUR VOICE MAIL MESSAGES, FOLLOW INSTRUCTIONS ABOVE.

TO RETURN A CALL

USE THE DIAMOND-SHAPED BUTTON TO SCROLL THROUGH THE NUMBERS APPEARING ON THE SCREEN. ONCE YOU SELECT A NUMBER, PRESS THE "SPEAKER PHONE" BUTTON, OR LIFT THE RECEIVER, AND THE NUMBER WILL BE DIALED.

TO DELETE A NUMBER

PRESS "DELETE" TWICE. TO DELETE ALL NUMBERS, PRESS "DELETE" FOR SIX (6) SECONDS, THEN PRESS "DELETE" AGAIN.

YOUR NEW PHONE WILL SHOW THE TIME AND DATE AUTOMATICALLY.

FOR QUESTIONS REGARDING YOUR NEW PHONE, CALL RECEPTION.

AN AUDIO BOOSTER FOR YOUR PHONE CAN BE PURCHASED BY CONTACTING RECEPTION.

TO RECORD YOUR OWN MESSAGE, CALL RECEPTION AND THEY WILL ARRANGE FOR THE RECORDING.

SPEED DIALING

1. PRESS "STORE"
2. DIAL THE NUMBER (IF OUTSIDE NUMBER: "8 1 415 XXX-XXXX")
3. PRESS "STORE"
4. ENTER NAME
5. PRESS "STORE"
6. PRESS NUMBER ON KEY PAD (1 TO 9)
7. PRESS "STORE"

TO DIAL USING SPEED DIAL

1. PRESS "SPEAKER"
2. PRESS "AUTO"
3. PRESS NUMBER ON KEY PAD (1 TO 9)

TOLL FREE AREA IS ALL OF MARIN COUNTY AND PART OF SAN FRANCISCO.

YOUR OLD LONG DISTANCE RATE (IN THE U.S., LOWER 48) FROM AT&T WAS 27 CENTS PER MINUTE AND THE NEW TELEPACIFIC RATE IS SLIGHTLY LESS THAN 4 CENTS PER MINUTE.