Phone Procedures

Switchboard

To forward switchboard phone to cordless: With handset down hit "Call Fwd"; enter cordless phone number 5-2283; then hit "Call Fwd" again to complete transfer. (same procedure to transfer to any other line, just change #)

To forward switch board phone to Ron S. or Charlene; With handset down hit "Call Fwd"; enter cordless phone number 5-7247 for Ron Still and 5-7243 for Charlene; then hit "Call Fwd" again to complete transfer.
(note: this is not their private line but gives them access to the switchboard multiple lines so don't transfer phones to their private line).

To check messages: With handset up select 5-6500 line, dial 3-6245, password is 156500. Check messages and forward or deliver hand message as needed.

At end of day transfer switchboard to night message: With handset up select 5-6500 line – dial 72 - wait for beep then dial 36245 – wait for beep then hang up.

To take off night message: With handset up select 5-6500 line – dial 73 - wait for beep then hang up.

Cordless phone

Answer phone by hitting "Talk". When conversation finished hit "End".

To **transfer calls** hit "Flash"; put in 7 digit number calling; then "Flash" again to complete transfer. Hit "End" to end call.

To **retrieve messages** dial 3-6245, password is p2pays or 727297. Respond to messages ASAP or deliver to appropriate party.