



SHCPS Phone System Cheat Sheet

To Get Started with **Passwords**

1. Press *Feature 981*
2. Enter 0000 (Default Password)
3. Change your password by entering a new four digit number
4. Press Yes to accept your password
5. Record your own personal greeting

To Record a **New Greeting**

1. Press *Feature 981*
2. Enter your password
3. Press #
4. Then press 8
5. Then press 2
6. Then press 1
7. Then press the number 1; you should hear your old message.
8. Then press 1
9. At the tone; Record your new message
10. Press # to end your recording
11. Press # to accept the message
12. Hang up the phone, or press Rls (release)

To Place an **Internal call**

1. Pick up the handset
2. enter the 4-digit extension

To Place an **Outside call**

1. Pick up the handset
2. Press 9 to get an outside line
3. Dial the local number with area code
- 4.

Do Not Disturb

Press the *DND* button so that your phone will not ring during class times; to receive calls again, press the *DND* button again

To **Transfer a call**

1. Press *Feature 70*, dial the extension number, wait for the party to pick up

To **Transfer a call to Voice mail**

1. Press *Feature 986*, dial the extension or mailbox #, and hang up

