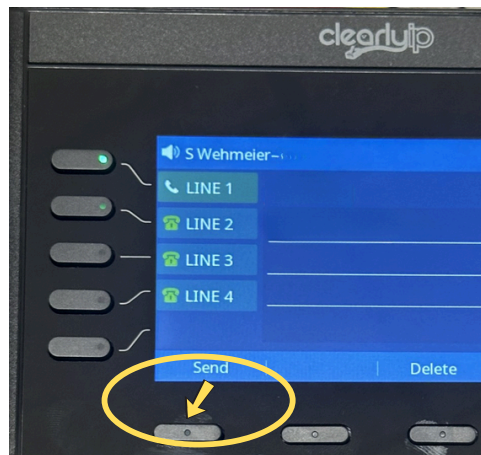


Clearly Phone Basic Use and Info.

- **Dialing an External Number:** Do not dial 9. Dial 1 + the phone number. (Ex. 18595551234).
- **To make a call:**
 - Dial the extension or phone number.
 - On the screen, the word “Send” will appear in the lower left corner of the screen. You need to press the button beneath the word “Send”.



- **Listen to Voicemail:** Your extension number is the password to access your voicemails.
- Phones **MUST** remain in the locations they have been placed. Each phone has been coded to correspond with the specific room and building it has been installed in. The information has been shared with 911.
- If you have any phone issues, please submit a HappyFox ticket.

