

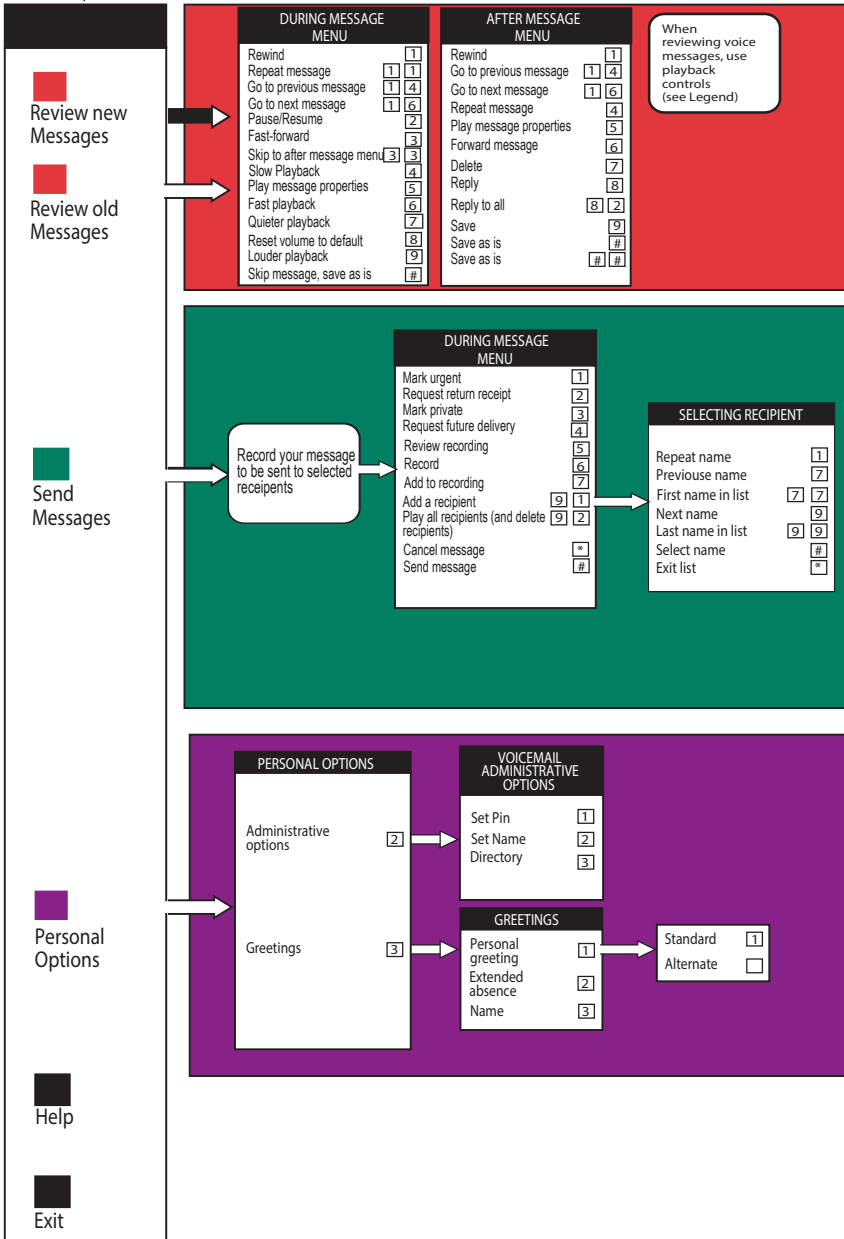
### ENTER THE SYSTEM

- Press the [MESSAGE] key or dial 4808  
Enter your phone PIN.
- From another phone call 859-4809  
1. Press #  
2. Enter your Hamilton mailbox number.  
3. Enter your phone PIN.



# Hamilton

## Hamilton Voicemail and Phone Information



NOTE: Depending on the way your system is set up, some features may not be available to you and you will not be prompted for those options. In addition, your telephone system may not support some features.

LEGEND

PLAYBACK CONTROLS			
Use these controls while listening to messages. Some controls are available while recording messages.			
Position	REWIND 1	PAUSE/RESTART 2	FORWARD 3
Speed	SLOWER 4	ENVELOPE 5	FASTER 6
Volume	7	NORMAL 8	LOUDER 9
	CANCEL *	HELP 0	SKIP #

**POWER KEYS**  
These controls are always available:

Help 0

Operator 0-0

Cancel/exit \*

Finish/skip #

Telephone Options	
Hold Call	To place the caller on Hold: Press the <b>HOLD</b> button
Transfer Call	To transfer a caller to another extension: Press <b>TRANSFER</b> Dial the extension transferring to Press <b>TRANSFER</b> again  To transfer a caller to voicemail box: Press <b>TRANSFER</b> Dial <b>4809</b> Dial the extension transferring to Press <b>TRANSFER</b> again
Forward Call	To forward a caller to another extension: Press <b>FORWARD</b> Dial the extension transferring to Press <b>FORWARD</b> again  To forward a caller to voicemail box: Press <b>FORWARD</b> Dial <b>4808</b> Dial the extension transferring to Press <b>FORWARD</b> again  To cancel forwarding: Press <b>FORWARD</b>

General Dialing Instructions
To make a call between extensions just dial the last 4 digits
To make a local call dial 9+ the phone number
To make a call within 315 area code dial 9+ the phone number
To make a call to any other area code dial 9+ 1+ area code + the phone number
To make a toll free number dial 9+ 1+ 800,855,866,866 or 888 + the phone number
To make an international call dial 9+ 011+ country code+ city code+ the phone number
To make a calling card, credit and collect calls follow the directions on your card or call 9+ 00
To make a Directory Assistance call dial 9+ 411.