

# Advanced Networking, Inc.

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## Analog User's Guide

For ESI Systems

### Placing A Call

To place an outside call (if your phone is allowed to make calls):

1. Pick up the handset.
2. Dial **9** and dial the number.

### Checking Your Voicemail

*If you have a message, when you lift up your receiver, it will tell you that you have new messages.*

1. Lift up the receiver.
2. Dial \* and your **extension number**. (\*1100 if your extension is 1100)
3. If prompted, enter your **password**.
4. The system will then play your new messages. Follow the prompts to save, delete, etc.

### Setting Up Your Voicemail

1. Lift up the handset.
2. Dial \* and your mailbox number.
3. If prompted, enter your password.
4. Dial **5** to enter Station Programming
5. Press **1** to setup your **Personal Greeting**.
6. The system will ask you to enter your **Personal Greeting number**. For most users, press **1** to select Personal Greeting 1 and press **#**.
7. Press **1** to record your greeting. Start recording after the **tone**.
8. Press **1** again when you are finished. The message has been saved as soon as you press **1**.
9. To listen to your greeting, repeat steps 5-6. .

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