

HOW TO PERFORM A BUILDING PAGE IT Tips & Tricks

1. Select the Services button (Looks like a Globe)



2. Your paging services options will appear on the screen. Select the page that you would like to make by choosing the number on the numerical keypad or using the up/down arrows and the select button.



3. Once you have made your selection, the phone will ring. Pick up the handset and listen for the tone. Once you hear the tone, speak clearly into the handset. Anything you say after the tone will be announced on all phones in the page group.
4. When you are done with your announcement, simply hang up the phone.

Warning if you select a page and the phone rings, you must pick up the phone. If you do not answer the phone, the paging system will go to your voicemail and play your outgoing message, thus telling everyone who just made a boo boo. ☺ If you accidentally select a page and the phone rings, simply pick up the call and hang up without saying anything.