Voice Mail in Your Room

A service for our patients

About the Phone in Your Room

- **Voice mail** – The phone in your room has a voice mail feature. It will record messages from callers when you are not available to answer the phone.
- **Long distance** – You will need a phone card to call long distance. Phone cards may be purchased in the Gift Shop on the 3rd floor of the medical center.
- **Volume** – There is a volume knob on the back of the phone.
- **Hearing aid accommodation** – All phones at the medical center are equipped with a T-coil that can be used by persons who wear hearing aids. Ask your nurse for help, if needed.

Voice Mail Features

- You do not need a code or password to access messages.
- If you have a message, the dial tone will “pulse” when you pick up the phone.
- The voice mail greeting is very general. The caller will hear: “The person at extension XXXX is not available. Please leave a message.”
- Voice mail will activate after the fourth ring.
- If you are on the phone, callers will be directed to voice mail.
- Messages are limited to 5 minutes in length.
- Messages are deleted 24 hours after they are recorded.
- Your messages can be accessed only from the phone in your room.

How to Listen to Your Messages

1. Press the ON key.
2. Pick up the phone and listen for the dial tone.
3. Dial 8-5550.
4. To play your current messages, press ②.
5. To hear the previous message, press ④.
6. To skip to the next message, press ⑥.

How to Delete a Message

- To delete a message, press ⑦-⑥ while it is playing or right after it finishes.
- Messages are deleted 24 hours after they are recorded.