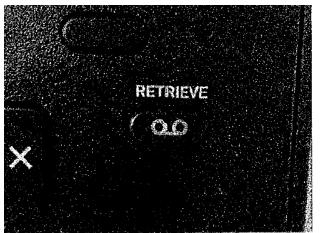# STUDENT EMERGENCY INCOMING CALL PHONE

1. This phone is only to be used to receive student emergency incoming calls while the student is in class and to dial out to 911 in an emergency.

2. All other use of the phone is prohibited for both personal and company use to leave this line open at all times.

3. Student call-offs are not permitted or accepted on this phone.

VOICEMAIL INSTRUCTIONS

1. When a voicemail has been received, the Retrieve Light will be red.

2. Lift up the receiver and press the retrieve button:

3. Enter the pin code of 5169 then follow the voice prompts.

4. Please delete voicemails when the student is done.