

911 Information

Fill in your location information, print, cut out the rectangle and post near your phone (and any common area phones.)

WLS- 911 Directions

1. **Dial "911"**
2. **Building**
Name: _____
3. **Building**
Address: _____
4. **Room /**
Location: _____

If you accidentally dial "911" **DO NOT HANG UP**. Explain that it was an accident. The Police will be dispatched if you do not talk to the operator.

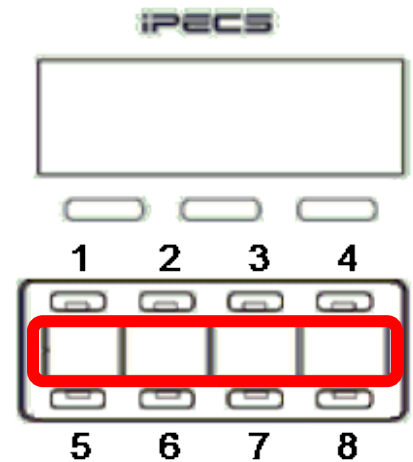
Button Template for 9008

Fill in the blank button positions if you have requested any special buttons.
Submit a Help Desk Ticket if you are not sure if you have any special buttons.

Print this page then cut out the button label area.

To Install New Button Labels:

- Use an unbent paperclip to gently pry the clear cover off of the phone.
Keep the clear cover.
- Use the unbent paperclip to gently pry the current paper button label sheet off of the phone.
- Insert the new paper button label sheet.
- Insert the clear cover over the new paper button label sheet. You may need to **gently** press around the edges to get the plastic to pop below the little tabs.



Paper Button Label Template

Call 1	Call 2		
		Record	VMail (8444)