

# How to Use Remote Control

1. Dial Operator "0" to get your assigned channel.
2. Ask for remote control. Do not hang up the Phone or you will lose the remote.
3. When the setup message goes away from your channel, you can press '1' to play the tape.
4. To scan backward press "4" while the tape is playing.
5. To scan forward press "7" while the tape is playing.
6. Press the Star "\*" Button to stop and the "1" button to play once you have scanned to the location on the tape that you wish to play.



When you are done playing your tape please press the star "\*" button to stop the tape and hang up the phone

**To schedule this service, please call 4-2867  
by 4pm the Previous Workday.**