

Phone Quick Reference

Placing Calls Inside the District:

Simply dial the 4-digit extension code. (This includes main building numbers as well as fax numbers.)

You can use your directory (see below) to locate extension numbers.

Please be aware that, when dialing within the district, calls will go through, and the phone in the classroom will ring.

Finding Phone Numbers Within the District:

Click the directory button on your phone (looks like an open book).

Use the up/down arrow or press #4 on the keypad to access the "Corporate Directory"

Use the keypad and the up/down arrow to enter a name (or a portion of it) and click "Search" to find the 4-digit extension.

If you pick up the headset with a name/number highlighted, the number will be automatically be dialed.

Placing Calls Outside the District:

Dial 9 + the number.

Placing Long Distance Calls:

Note - Not everyone has a long distance code. Long distance codes must be requested by your building principal or supervisor if you are not located in a school.

Dial 9 -1 + the number. (ex: 9-1-555-1234) After a couple of seconds you will hear 2 beeps.

At that point press in your long distance code followed by #. (ex: 123490#)

Transferring Active Calls To Another Employee:

With a call in progress press the Trnsfer softkey – will put call on hold

Dial extension number to which you want to transfer the call

Announce Call when the person at the extension dialed answers

Press Trnsfer again to complete the call.

If it is necessary for you to resume the call before transfer is complete press the

Resume softkey to return to the original call

To direct transfer to voice mail – after pressing Trnsfer, dial * and then the persons 4 digit extension then Trnsfer.

Forwarding Calls to Your Inbox:

To avoid in-district calls from ringing into your classroom, you can forward all calls to your inbox during class time.

To forward, click the "CFwdALL" button on your phone.

You will hear two beeps.

Press the envelope (voicemail) key OR type in your 4-digit extension.

You will hear one beep confirming that this is set.

At the bottom of the screen you will see "Forwarded to Voicemail" or "Forwarded to (4-digit extension)".

To cancel this, simply hit the "CFwdALL" button again.

Forwarding Calls to An Outside Line:

To forward, click the "CFwdALL" button on your phone.

You will hear two beeps.

Enter the number just as you would dial an outside number. (example - 95551234)

You will hear one beep confirming that this is set.

At the bottom of the screen you will see "Forwarded to 95551234".

To cancel this, simply hit the "CFwdALL" button again.

Setting/Editing Up Your Mailbox (one time set up):

Press the envelope softkey (Messages) on the bottom-right area of the phone.

Enter the default password, or the password you have set.

Follow the instructions, speaking your name, creating a message (optional) and creating a personal password.

You must continue until the voice on the phone indicates that your are finished with set up for changes to be saved.

To retrieve your messages, click the "Messages" key, and enter your password followed by the # sign

Checking Messages From Line 2 of a Phone or from Another District Phone:

Press the messages button on the phone.

When the recorded voice starts, press the * key

It will ask for your "User ID", enter your four digit extension followed by the # sign

It will ask for your pin number, enter your mailbox password followed by the # sign

Checking Messages from Outside the District:

Dial 832-5008

When the recorded voice starts, press the * key

It will ask for your "User ID", enter your four digit extension followed by the # sign

It will ask for your password, enter your mailbox password followed by the # sign

Conference Calls: (limited to 4 calls in one conference)

With a call in progress

Press "More" then "Confrn" softkey – this will put the first call on hold and activate a new line

Place second call

When the second party answers press "Confrn" to establish the conference call

These steps can be repeated for up to a total of four calls in the conference.

Need more help? Call the Help Desk.