

Telephone Instructions

Please refer to the staff extension list for your extension number.

General phone use instructions:

1. Dial 9 for an outside line
2. For long distance calls, dial the number as usual, then dial your extension number when you hear a long tone
3. To reach another extension, just dial the extension number. When you do this, you will be on speaker-phone and can speak directly into the room
4. To reach another extensions voice mail, press pound then the extension number
5. Retrieving your voice mail: Press your VM or MSG key. When prompted enter your access code default code is “9876”
6. Retrieving your voice mail from home: Call the main phone number and during the greeting message press the * key on your phone. The system will ask for your mailbox number then follow the prompt in your mailbox.

All Staff:

It is VERY important that all staff set up their phone. Please follow the instructions to set up your personal greeting, enter your name and record your name into the system. **IF YOU DON'T FOLLOW EACH OF THESE STEPS, YOUR NAME WILL NOT BE FOUND ON THE *DIAL BY NAME* OPTION AND YOUR PHONE WILL NOT HAVE A MESSAGE WHEN PEOPLE ARE TRANSFERRED TO YOUR VOICE MAIL. WITHOUT THESE ENTERED, IT CREATES CONFUSION FOR ANYONE WHO IS TRYING TO REACH YOU.**

Para-educators and some faculty/staff:

All para-educators and some faculty/staff have been assigned a virtual mailbox that is in the 300 series. This will eliminate having to share an extension. You will use the set up instructions below.

The virtual mailbox is accessible to you from any phone in the building. If the office receives a call for you, it will be transferred to your mailbox unless it is an immediate emergency. You will need to check your messages regularly by pressing the MSG button on any phone then pressing * twice. It will then ask for your mailbox number and access code.

Instructions for staff with a virtual mailbox:

1. Press MSG button on any phone
2. Press (*) twice ~ it will ask you for your mailbox number
3. Enter mailbox number that has been assigned to you
4. Enter access code ~ all access codes are 9876, please do not change this
5. Press 3 for personal options
 - a. Press 1 to record personal message on the voice mail (follow prompts)
 - b. To enter your name into the system follow steps 1-3 then **Press 4 to enter name** (follow prompts: first 3 letters of your first and last name)
 - c. To record name into the system follow steps 1-3 then **Press 5 to record your name** (follow prompts)

Instructions for staff with a phone at their desk:

1. Press MSG button
2. Enter access code ~ all access codes are 9876, please do not change this
3. Press 3 for personal options
 - a. Press 1 to record personal message on the voice mail (follow prompts)
 - b. To enter your name into the system follow steps 1-3 then **Press 4 to enter name** (follow prompts: first 3 letters of your first and last name)
 - c. To record name into the system follow steps 1-3 then **Press 5 to record your name** (follow prompts)

Listening to messages (MSG light will flash red if message is waiting):

- Press MSG button
- Enter Access code (9876)
- Press 1 to listen to message

Listening to messages on a virtual mailbox:

- Press MSG button on any phone
- Press * twice
- Enter Access code (9876)
- Press 1 to listen to message

Listening to messages from home:

- Dial the school's telephone number
- When the automated system picks up press * twice
- Enter mailbox number
- Enter access code (9876)
- Press 1 to listen to message

Once you have completed each of these steps you will be completely set up in the phone system. Please go through each step and make sure each step is complete. If you have any problems setting up your phone, please come and see me, Liz, and we will take care of it together.

Thank you for seeing the importance in completing the set up process!

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