


**ANSWER A CALL**


- Lift the Handset
- OR
- Press  (SPEAKER)

**MAKE A CALL**

Classroom phones are set to “public” access which only allows the phone to dial extension numbers. Department area phones are set to “semi-public” access which will allow the phone to dial local numbers and extensions. All phones can dial 911.

1. Lift the Handset (or press SPEAKER for Hands-free dialing)

Do one of the following:

- Dial the number
- OR
- Press  (REDIAL)

**CALL HOLD**

To place a call on Hold:


- Press  (HOLD)

To retrieve the caller

- Press flashing line key

**TRANSFER**

To Transfer a caller to another extension

- Press  (TRANS/CONF)
- Dial the extension number of the person you want to transfer the call to

**Then Either**

- Hang up to complete the transfer
- OR
- Wait until the person answers, and let them know who you are transferring-then hangup to complete the transfer.

**To Cancel the Transfer**


- Press 

**DIRECT PAGE**

The Main office has the ability to page across the speaker.

To Answer back :

**Handsfree-Speaker**

- Make sure  MUTE is OFF
- Begin speaking
- OR
- Pick up the Handset to speak privately

**E911**

Each phone has a button that is labeled “**Incoming E911**”. If someone dialed 911 from that phone, the emergency responders will call back the phone and the call will ring in on that button.

**VOICEMAIL**

**Setting up your Mailbox**

The first time you access your mailbox, a personal tutorial will guide you through the setup of your Mailbox.

There are three items that are required to be setup

- Password
- Personal Greeting
- Name

**Password**

The default password will be 1111. Your password can be any combination of digits, from 4 to 15 digits in length and can not start with a 0.

**Personal Greeting**

This is the greeting that callers will hear when transferred into your mailbox.

Sample: *“Hello, you’ve reached \_\_\_\_\_’s voicemail. I am unable to take your call at this time. Please feel free to leave me a message, or if this is urgent or an emergency, please press zero at this time to be transferred to the main receptionist.”*

**Name Recording**

This is the prompt that the system plays for internal users leaving you messages. It should be your first and last name.

**Access to Voicemail**

From a phone other than your own (“Public” and “Semi-Public” Phone)

- Dial **8999**.
- After the Voicemail answers Dial # **plus your Mailbox Number**.
- Enter your password (the default is 1111 until you set up your mailbox)

**To check your Messages:**

From a classroom phone (“Public” Phone)

- Dial **8999**

OR

From a department phone (“Semi-Public” Phone)

If the key is lit next to the button that is labeled with “your name VM”, it means you have a voicemail message.

- Press the key and follow the prompts

**Access to Voicemail outside the school**

- Call **802-857-7000**.
- Dial # **plus your Mailbox Number**.