

## Teacher Phones

The following is a guide that will walk you through setting up your personal voicemail box and provide basic instruction for typical phone operation. **Voicemail Setup-**

To setup your voicemail box, press the "Message" button located on the right hand side of your phone. Select 1 for Message Center, then press "Connect".

The system will first ask you to enter your PIN. Your PIN will be the password used to access your mailbox. By default, your initial PIN is set to match your extension number (which is displayed in the upper left hand corner of the display window). When prompted to enter your PIN, enter your extension number followed by pressing the "#" key. Press 5 to enter options menu.

Press "3" to record your mailbox name which will be your First & Last name. Start recording at the tone then press any key or stop talking to end recording. Press "2" to save or "3" to rerecord (Hint: For best results, do not record using the speakerphone. Please use your handset instead)

Press "7" to change your pin. Enter your new 4-digit pin, then press "#" to save.

Press "8" to record your external greeting. This is the greeting callers will hear when calls to your extension go to voicemail. Start recording at the tone then press any key or stop talking to end recording. Press "2" to save or "3" to rerecord (Hint: For best results, do not record using the speakerphone. Please use your handset instead)

## Call Handling-

**Making Inside Calls** – To make a call to another internal extension, dial the 4 digit extension. Press the "Dial" SoftKey (presented in the display window) to initiate call. If using handset or speaker phone, simply, dial the 4 digit extension.

**Making Outside Calls-** To make an outside call, you must first dial a "8" followed by the full 10-digit number. Press the "Dial" SoftKey (presented in the display window) to initiate call. If using handset or speaker phone, simply, dial 8 followed by the full 10 digit number for local calls and 8+1 followed by the full 10 digit number for long distance calls.

**Transferring Calls-** To perform a **direct** transfer, (1) Press the "Transfer" SoftKey presented in the display window. (2) Press the "Blind" SoftKey presented in the display window. (3) Enter the extension in which to transfer call to. (4) Press "Send" to complete transfer.

To perform an **announced** transfer, (1) Press the "Transfer" SoftKey. (2) Enter the extension in which to transfer call to. (3) Press "Send" to initiate transfer. (4) Once you announce the transfer, press transfer again or simply hang up to complete the transfer or press cancel to stop the transfer.

**Send Calls to Voicemail-** To send an active call directly to a user's voicemail box without ringing their phone, (1) Press the "SendVM" SoftKey presented in the display window. (2) Enter the destination mailbox extension and press the "Enter" SoftKey presented in the display window.

**Conference Call-** You can create a 3 way conference call using your phone. (1) While on an active call, press the "Conf" SoftKey presented in the display window. (2) Dial the 3<sup>rd</sup> party and press the "Dial" HardKey or hit the "#" key. (3) Once the 3<sup>rd</sup> party has answered, press the "Conf" SoftKey again to join all parties.

**Hold-** To place an active call on hold, press the "Hold" HardKey located to the right of the dial pad. To resume the call, press the "Resume" SoftKey presented in the display window or press the "Hold" key again.

**Ignore Call-** On an incoming call, press the "Ignore" SoftKey presented in the display window to stop the audible ringing. Call will continue to silently ring on your phone a total of 4 times before it goes to voicemail. You can still see the call ringing on your phone after you press "Ignore." To answer the call, press the "Answer" SoftKey presented in the display window.

**Reject Call-** To reject an incoming call ringing on your phone, (1) Press the "Reject" SoftKey presented in the display window. The call is immediately sent to your personal voicemail box.

**Park Pickup-** Press the "UnPark" SoftKey presented in the display window. Enter the park ID. (This will be "Park 1, 2, or 3")

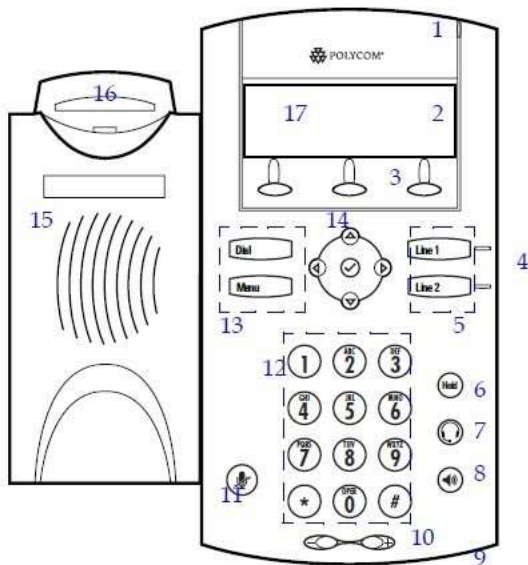
## Phone Features-

**Volume Settings-** Located directly below the dial pad are “ - +” keys. These are volume adjustment buttons. When the phone is in an idle state, these volume buttons modify the phone’s ring volume. While on an active call, these buttons adjust the handset volume (when using the handset), and they adjust the speakerphone volume (when using speakerphone.)

**Do Not Disturb-** To activate Do Not Disturb (DND) press the “Menu” button and select “Features” by pressing the check button in the middle of the scroll pad. Scroll down to “Do Not Disturb” and press the check button. Press the “Menu” button to return back to the normal display. Repeat the same steps to take phone out of DND mode.

**Mute-** Located directly to the left of the dial pad is the Mute button. Press this RED button while on a live call to mute your voice. To disable mute, press the mute button again.

**Menu Button-** Press the menu button and select “Features.” Here you can scroll down and select option “5” to view your call list. This is also where you can clear out any missed calls that are showing up on your display window.



Voicemail Cheat Sheet	
<b>1</b>	<b>New Messages</b>
1	Listen
2	Save
5	Return Call
7	Delete
8	Forward
9	Fwd To Email
<b>2</b>	<b>Saved Messages</b>
1	Listen
2	Save
5	Return Call
7	Delete
8	Forward
9	Fwd To Email
<b>5</b>	<b>Advance Options</b>
1	Record Greetings 1-9
2	Select Greetings 1-9
3	Record Name
6	Change Password
0	Main Menu
*	Exit

1. **Message Waiting Indicator**— This will alert you to voice and text (instant) messages.
2. **Line Icons**—Use these keys to activate up to lines that can be assigned to your phone.
3. **SoftKeys**— The screen will display labels for these keys, to identify their context-sensitive functions.
4. **Line 1 & Message Button**
6. **Hold** —Holds an active call or resumes a held call.
7. **Headset** —Allows you to place and receive calls through an optionally connected headset.
8. **Speakerphone** —Allows for hands-free communication during calls.
9. **Hands-free Microphone**—Picks up audio during hands-free calls. Place your phone on a hard, flat surface for best results.
10. **Volume Keys** —Adjusts the volume of the handset, headset, speaker, and ringer.
11. **Microphone Mute** —Mutes local audio during calls.
12. **Dial Pad**—Provides the 10 digits, alphabetic characters, and special characters available in context-sensitive applications.
13. **Feature Keys**—Access important features using these keys. — —Dials phone numbers or allows you to view the placed call list.
14. **Display Control Keys**—Use (arrow keys) to scroll through the displayed information. Use (the Select key) to select a field of displayed data or enter edit mode for some settings.
15. **Speaker**—For ringer and hands-free audio output.
16. **Hookswitch**
17. **Graphic Display**—Shows information about calls, messages, SoftKeys, time, date, and other relevant data. — Important messages appear on the idle display through an animated scrolling list, which has precedence over the idle display. The following figures show a phone with four messages. The messages continuously scroll over the screen.