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. A video tutorial is available at http://www.alltelnetworks.com/CSUSA

Voicemail Setup-

1) To setup your voicemail box, press the "Message" button located on the right hand side of your phone.

2) 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.

3) 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)

4) Press "6" to change your pin. Enter your new 4 digit pin, then press "#" to save.

5) Press "1" to record your external greeting. This is the greeting callers will hear when calls to your extension go to voicemail. Select a number slot between 1-9 for your greeting. Record after the tone then press any key 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)

6) Press "2" to choose your prerecorded greeting. Select the greeting number you would like to make active.

Call Handling-

Making Inside Calls – To make a call to another internal extension, 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. 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) Enter the extension in which to transfer call to. (4) Press "Transfer" to complete transfer.

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

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 3rd party. (3) Once the 3rd party has answered, press the "Conf" SoftKey again to join all parties.

Hold- To place an active call on hold, press the "Hold" SoftKey located on the screen. To resume the call, press the "Resume" SoftKey presented in the display window.

Ignore Call- On an incoming call, press the "Silence" 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 "Silence." 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.
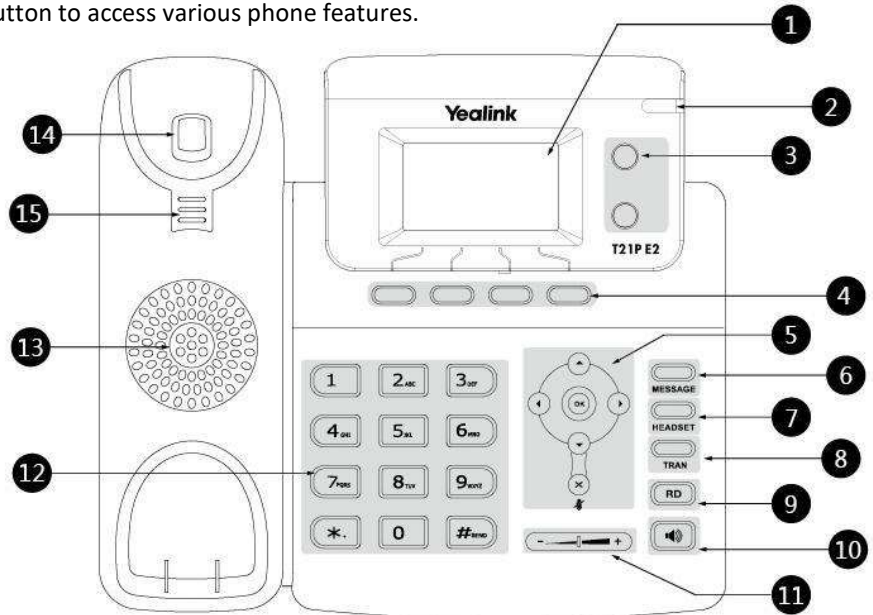
Phone Features-

Volume Settings- Located directly below the arrow keys 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.)

Mute- Located directly below the arrow keys is the Mute button. Press this button while on a live call to mute your voice. To disable mute, press the mute button again.

Menu Button- Menu Button- Press the menu button to access various phone features.

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

	Item	Description
①	LCD Screen	Shows information about calls, messages, soft keys, time, date and other relevant data: • Call information—caller ID, call duration • Icons (for example, DND) • Missed call text or second incoming caller information • Prompt text (for example, "Saving config file!") • Time and date
②	Power Indicator LED	Indicates phone power status and phone status.
③	Line Keys	Use these keys to activate up to two accounts and assign various features.
④	Soft Key	Label automatically to identify their context-sensitive
⑤		Scroll through the displayed information.
		Confirms actions or answers incoming calls.
		Cancels actions, rejects incoming calls, mutes or un-mutes calls.
⑥	MESSAGE Key	Indicates and accesses voice mails.
⑦	HEADSET Key	Toggles the headset mode.
⑧	TRAN Key	Transfers a call to another party.
⑨	RD Key	Redials a previously dialed number.
⑩	Speakerphone Key	Toggles the hands-free speakerphone mode.
⑪	Volume Key	Adjusts the volume of the handset, headset, speaker, and ringer.
⑫	Keypad	Provides the digits, letters and special characters in context-sensitive applications.
⑬	Speaker	Provides ringer and hands-free (speakerphone) audio output.
⑭	Hookswitch	Picking up the handset from the handset cradle, the hookswitch bounces and the phone connects to the line, laying the handset down on the handset cradle, the phone disconnects from the line.
⑮	Hookswitch Tab	Secures the handset in the handset cradle when the IP phone is mounted vertically. For more information on how to adjust the hookswitch tab, refer to *Yealink Wall Mount Quick Installation Guide for Yealink IP Phones.*