

## TELEPHONE INSTRUCTIONS – INFORMATION

### 1. Setting Up Your Voice Mail (First Time Only)

For Staff that has an assigned Phone/Room:

1. Lift Handset.
2. Press the **Voice Mail** key.
3. Enter your Personal Security Code (The default code is 0000).
4. Follow prompts to record your name, list your name in the directory, record a personal greeting, and set your security code. Below is how to set options later.

To Record Name:

1. Lift Handset.
2. Press the **Voice Mail** key.
3. Enter your Personal Security Code. (The default code is 0000)
4. Press 7 for Setup Options.
5. Press 7 for Personal Options.
6. Press 5 for Recorded Name.
7. Press 1 to change Recorded Name.
8. Record Name and press \*.
9. Press 2 for No.
10. Hang Up.

To Record Greeting:

1. Lift Handset.
2. Press the **Voice Mail** key.
3. Enter your Personal Security Code. (The default code is 0000)
4. Press 7 for Setup Options.
5. Press 4 for Greetings.
6. Press 6 to edit Standard Greeting.
7. Press 1 to Record Standard Greeting
8. Record Greeting and press \*.
9. Record Name and press \* to accept.
10. Press 2 for No.
11. Hang Up.

**For Staff without an assigned Phone/Room:**

1. Lift Handset.
2. Press the **Voice Mail** key.
3. Press the # key.
4. Press 9.
5. Enter your Extension.
6. Enter your Personal Security Code. (The default code is 0000).
7. Follow prompts to record your name, list your name in the directory, record a personal greeting, and set your security code. Below is how to set options later.

**To Record Name:**

1. Lift Handset.
2. Press the **Voice Mail** key.
3. Press the # key.
4. Press 9.
5. Enter your Extension.
6. Enter your Personal Security Code. (The default code is 0000)
7. Press 7 for Setup Options.
8. Press 7 for Personal Options.
9. Press 5 for Recorded Name.
10. Press 1 to change Recorded Name.
11. Record Name and press \*.
12. Press 2 for No.
13. Hang Up.

**To Record Greeting:**

1. Lift Handset.
2. Press the **Voice Mail** key.
3. Press the # key.
4. Press 9.
5. Enter your Extension.
6. Enter your Personal Security Code. (The default code is 0000)
7. Press 7 for Setup Options.
8. Press 4 for Greetings.
9. Press 6 to edit Standard Greeting.
10. Press 1 to Record Standard Greeting
11. Record Greeting and press \*.
12. Record Name and press \* to accept.
13. Press 2 for No.
14. Hang Up.

## **2. To Change your Personal Security Code**

1. Lift Handset.
2. Press the **Voice Mail** key.
3. Enter your Personal Security Code. (The default code is 0000)
4. Press 7 for Setup Options.
5. Press 7 for Personal Options.
6. Press 4 to change Security Code
7. Enter a new code and press \*.
8. Re-enter new code and press \*.
9. Hang Up.

## **3. To Receive Messages from your Own Phone**

1. Lift Handset.
2. Press the **Voice Mail** key.
3. Enter your Personal Security Code.
4. Follow Prompts.

*\* Note: Press 1 for Yes and 2 for No.*

## **4. To Retrieve Messages from another Phone**

1. Lift Handset.
2. Press the **Voice Mail** key.
3. Press the # key.
4. Press 9.
5. Enter your Extension.
6. Enter your Personal Security Code.
7. Follow Prompts.

*\* Note: Press 1 for Yes and 2 for No.*

## **5. To Pick Up a Parked Call**

1. Lift Handset.
2. Press the **Pick Up** key.
3. Press the number (1, 2, or 3) that the call was parked in.

## 6. To Retrieve Messages from Outside of School

1. Dial CMS or CHS main number. (If after hours, dial any school)
2. When you hear the recorded greeting.
3. Press the # key.
4. Press 9.
5. Enter your Extension.
6. Enter your Personal Security Code. (The default code is 0000)
7. Follow Prompts.

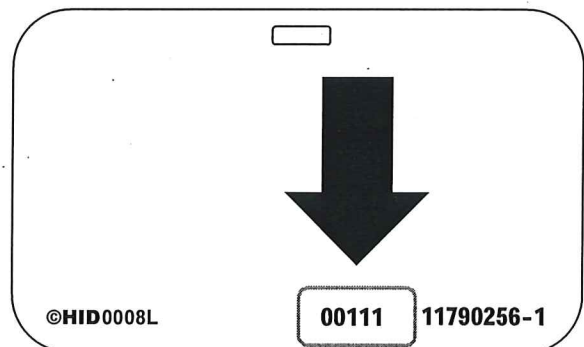
*\* Note: Press 1 for Yes and 2 for No.*

## 7. To Leave a Message for a Colleague

1. Access your voice mail.
2. Press 5.
3. You will be asked to enter the subscriber's name. You can alternate between name and extension by pressing # twice.
4. Record your message at the beep.
5. Enter 2 until you hear the name of the subscriber you want, then enter 1.
6. Record your message at the beep.
7. Press # to start over or \* to stop recording.

## 8. To Make an Outside Call from a Classroom Phone

1. Lift Handset.
2. Press the **Outgoing** key.
3. Press \*.
4. Enter your Access Code.  
(5 digit Badge Number, see picture on right)
5. Press \*.
6. Dial the phone number you need to call.



### – IMPORTANT –

Your phone has 4 buttons: Pick Up, Office, Voice Mail and Outgoing. If you press Office, Judy will usually answer.

The extensions for the office staff are:

Office – 23000

Deb – 23200

Judy – 23201