

Telephone Quick Tips

Room to Room / Person to Person Dialing

- Dialing the 4 digit extension number will cause the phone to ring. Use some consideration before disturbing a class.
- Dialing 2 + the 4 digit extension number will cause your call to go directly to voice mail without disturbing the class.
- Dialing the 4 digit extension number + 2 will put the call into intercom mode so you can converse directly.

Dialing Long Distance

Long distance can be dialed from any phone, you do not have to be at 'your' phone.

1. Get a dial tone.
2. Press the L.D. Code button, there will be two short beeps.
3. Enter your code. - Your code is the last 4 digits of your Social Security number **NOT** your Voice mail PIN number (unless of course you use your last 4 S.S. digits as your VM pin)
4. Dial 8 and then the number, (remember to dial 1 and the area code).

Building to Building Dialing

- Always dial directly using the 4 digit extension number.
- Using an outside prefix (562, 372, 376, etc.) incurs charges from SBC.
- Take a moment to look up the parties extension, rather than dialing the main or secretaries number, this reduces their work load. Numbers are in the staff directory, and many are in your GroupWise address book.
- Remember the three methods of placing a room to room call, and use the most appropriate one.

Calling From the Outside

- You can dial any extension from anywhere outside the district, by using the 562 prefix, and 937 area code if outside our area.
- During class hours a call to a classroom will go directly to voice mail. Calls to offices etc. will ring directly.
- If you need to speak to a live person, press 0 for the operator, during the voice mail greeting message. The operator is usually the building secretary, or Administrative secretary.

Voice Mail Tips

- You can have up to 7 different greeting recorded for your VM.
- Greetings can be added or changed from anywhere at anytime.
- All Voice Mail features can be accessed remotely.