

# Phone - Paging

- Lift handset
- Push the Paging Button on the left side of the screen.
- Your School Name should come up on the screen.
- Highlight the School Name
  - Use the Arrow Keys if necessary.
- Select the Paging Button (On the bottom of the screen - first button on the right) OR Select the OK button (by the arrow keys)
- Begin speaking
- Hang up when finished

Note - If a headset is plugged in, the page will go through the headset speaker and not the speaker on the phone.

