

Phone List Quick Start Guide for Teacher Phones

Dial 4 digit extension = regular call between classrooms. Calls can be placed between buildings.

+dial (4 digit Extension) = Voice announce. Voice goes over the speaker on the phone.

Please use appropriately as people will be in class. Also, if you want your phone on Do Not Disturb to minimize disruptions see below.

Dial the number 4 and then 4 digit extension will dial straight to voicemail box. Phone will not ring.

***08 turns on Do Not Disturb**

***09 turns off Do Not Disturb**

***** = Auto Attendant Remote Access

***17**= Voice Mail or Press the Voicemail button

Forward A Message Dial 6 Dial 2 (3 for a header) Dial 4 digit extension and ##

9 = Dial out using Manly lines

8 = Dial out using Nora Springs lines

All emails show up from voicemail@centralsprings.net

You can playback the audio file in any web browser, iTunes, on your phone, or any other media player.

Setting Up Voicemail

1. Press Voicemail button phone
2. Press 3
3. Press 2
4. Listen to the Greeting
5. Save the Greeting

Note: Voicemails are copied from your physical phone and then sent to your email. You will have to delete the email off of your phone even if you delete the email message or vice versa.

Manly Specific Instructions

Transfer *37* + 4-6 = Call Park (this is basically like putting someone on hold)

38 + 4-6 = Retrieve Park (like taking someone off of hold)

9 = Dial out using Manly lines

Nora Springs Specific Instructions

Transfer *37* + 1-3 = Call Park (this is basically like putting someone on hold)

38 + 1-3 = Retrieve Park (like taking someone off of hold)

8 = Dial out using Nora Springs lines