



# Classroom Phones

By Christopher Fikes Technology Director

Simple quick guide on how to use your classroom phone.

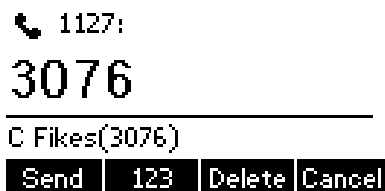
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## Introduction

The classroom phone has been installed to allow for easier communication district wide whether for emergency, clarification of information or even enabling direct contact of parents during conference times in a convenient private setting. As to not interrupt your instruction, all phone calls from the outside will be automatically diverted to voicemail. This will give parents a way to be directly connected to the teacher, without the ability to interrupt.

## Making a Call

Making a call is as simple as dialing the extension number or outside number you wish to call. You can either dial the number with the receiver down and pick it up to start the call or like a mobile phone dial the number and hit send. There is no requirement to press 9 or enter any codes, just dial. For classrooms at the elementary prefix a 1 to the room number, for example room 101 would be extension 1101. For classrooms at the high school prefix a 2, again room 101 would become 2101. This was done to simplify the numbers as much as possible while retaining some form of consistency.



## Answering a Call

To answer a call simply lift the receiver, or press "Answer" on the screen for speaker phone. If you wish to immediately send the call to voicemail, select "Reject". Pressing "Silence" will quiet the ringer but allow the full ring time to play out before going to voicemail.



# Checking Voicemail

There are a number of ways to check voicemail for your phone, outlined below are each method, feel free to use whichever you are most comfortable with.

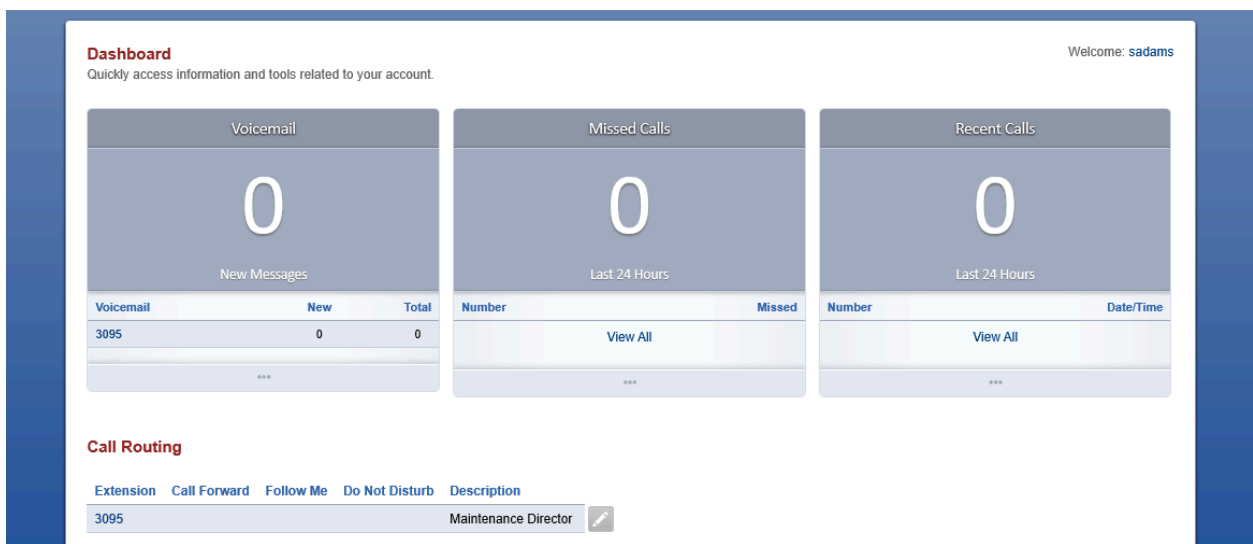
## Logging Into the Web Interface

Visit <http://pbx.lan.evadalek12.net> and use your issued credentials.



## Checking Voicemail via Web Interface

Once signed in you will be presented with the dashboard. This is a brief overview of your extension with options you can click. The first column is Voicemail, then missed calls and recent calls. Below you have access to change Call Routing which is useful if you need, for example have your desk voice forward to your mobile.



## Voicemail to Email

By default the phone system is configured to automatically send a copy of voicemail messages via email to the users inbox. This lets you listen to voicemail from any device anywhere you have access to email, smartphones included. Below is an example message.

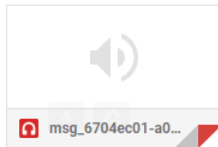
**Voicemail** from 3096 <3096> 00:00:04 Inbox x



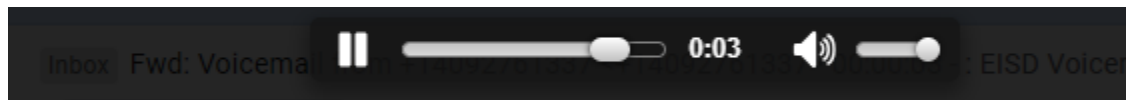
**EISD Voicemail** <svcontact@evadalek12.net>  
to me ▾

From 3096 [3096](#)

To 3076 (Technology Director)  
Received Monday, 04 Feb 2019 07:59 AM  
Length 00:00:04  
Message Attached



It will always appear to come from EISD Voicemail and will have the details of the caller and time, with length of message. The attachment will always be in WAV format and is directly playable from most devices without download. For example in Chrome/Gmail you can click the attachment directly and receive the player below.



One thing to note, this will not delete the messages from your voicemail box. That will need to be done either through the web interface or through the phone directly.

## Voicemail on the Phone

To check your voicemail directly on the phone, press the ☒ key and enter your voicemail pin. The default pin is the same as your extension number. From here there is a menu of options to listen to and delete. The following list has the options so you do not have to go through all the prompts the first time and listen.

### 1 New Messages

- 1 Listen to Message
- 2 Save Message
- 5 Return to Messages
- 7 Delete Message
- 8 Forward Message
- 9 Forward in Email
- 0 Main Menu

### 2 Saved Messages

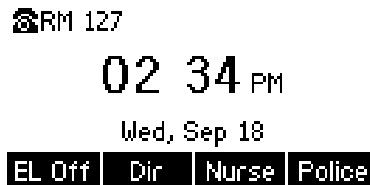
- 5 Return to Messages
- 7 Delete Message
- 8 Forward Message
- 9 Forward in Email
- 0 Main Menu

### 5 Advanced

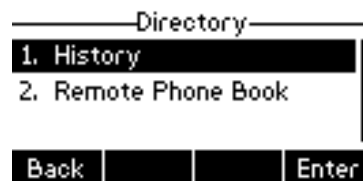
- 1 Record Greeting
- 2 Change Greeting
- 3 Record Name
- 6 Change Password
- 0 Main Menu

## One Touch Dialing, Call History and Using the Directory

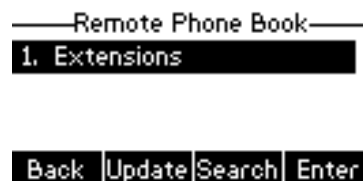
Your phone is programmed with a complete directory along with one touch dialing for campus specific extensions. Simply press the on screen button for the one touch contact to begin dialing the extension. Example, if you need the Nurse, simply press the “Nurse” on screen button.



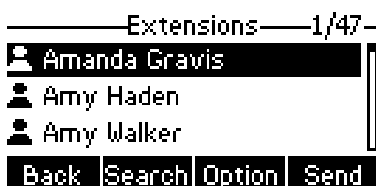
To look up a number in the directory press the “Dir” on screen button and then either use the navigation buttons and the select button to select “Remote Phone Book” or press the number 2 key. From here you can also view your call history.



From here press the select button or press 1.



Then use the navigation buttons to select who you wish to call and press “Send.”



## Transferring a Call

To transfer a call press the “Trans” button on screen while in a call.

|         |      |         |         |
|---------|------|---------|---------|
| Talking |      |         |         |
| 3076    |      |         |         |
| 00:05   |      |         |         |
| Trans   | Hold | NewCall | EndCall |

From here you either use the directory to look up a number or dial the extension

|              |     |        |
|--------------|-----|--------|
| Transfer to: |     | 2/2    |
| <div></div>  |     |        |
| 3096         |     |        |
| Dir          | 123 | Cancel |

Afterwards you will be presented with transfer options. Blind Transfer “B Trans” and “Send”. Send will allow you to speak with the person before the call is transferred, completing the transfer when you hang up. Blind transfer transfers the call immediately.

|              |      |               |
|--------------|------|---------------|
| Transfer to: |      | 2/2           |
| 3077         |      |               |
| 3077         |      |               |
| B Trans      | Send | Delete Cancel |



# Elementary / JH Room Directory

## Elementary

Room 101 - Shannon Smith  
Ext 1101     Kirstie Brewster

Room 105 - EL Computer Lab  
Ext 1105

Room 114 - Jonathon Burge  
Ext 1114

Room 112 - Life Skills  
Ext 1112

Room 113 - Meghan Stinson  
Ext 1113

Room 115 - Jeanette Conner  
Ext 1115

Room 116 - Stephanie. Wilson  
Ext 1116

Room 131 - Jenna Kay Martin  
Ext 1131

Room 118 - Misty Gibson  
Ext 1118

Room 119 - Shannon Gerac  
Ext 1119

Room 120 - Stephanie Folmar  
Ext 1120

Room 126 - RTI Libbie Gunter  
Ext 1126     Grace Taylor

Room 127 - Sensory Room  
Ext 1127

Room 128 - Tiffany Herline  
Ext 1128

Room 129 - Gidget Bertrand  
Ext 1129

Room 130 - Magan Parsons  
Ext 1130

Room 132 - Dana Burke  
Ext 1132

## Junior High

Room 201 - Kelby Weyler  
Ext 1201

Room 202 - Kali Smith  
Ext 1202

Room 203 - Brandy Upshaw  
Ext 1203

Room 204 - Angela Quillen  
Ext 1204

Room 209 - Janice. Yaw  
Ext 1209

Room 210 - Tressa. Skinner  
Ext 1210

Room 3102 - Jason Wilkins  
Ext 3102

## District Contacts

Principal  
Ext 3080

Elementary Junior High Office  
Ext 3081

Nurse  
Ext 3085

Police  
Ext 3096

Student Services  
Ext 3075

Cafeteria  
Ext 3092

Counselor  
Ext 3098

## High School Room Directory

Room 100 - Mrs. Brinkman  
Ext 2100

Room 101 - Mrs. Burge  
Ext 2101

Room 102 - Mrs. McAdams  
Ext 2102

Room 103 - Mrs. Oliver  
Ext 2103

Room 104 - Mr. Smith  
Ext 2104

Room 105 - Mrs. Zani  
Ext 2105

Room 106 - Mrs. Wilkins  
Ext 2106

Room 107A - Mr. Ferguson  
Ext 2107

Room 107B - Mrs. Love  
Ext 2197

Room 108B - Lab  
Ext 2108

Room 109 - Coach Hollyfield  
Ext 2109

Room 110 - Mrs. Coach Hollyfield  
Ext 2110

Room 111 - Mr. Thompson  
Ext 2111

Room 119 - Mr. Hoke  
Ext 3112

Room 121A - Mr. Folk  
Ext 2121

Room 121B - Mr. Clark  
Ext 2191

### **District Contacts**

Mrs. Bihm  
Ext 3073

Counselor  
Ext 3098

Police  
Ext 3096

Student Services  
Ext 3075

Maintenance  
Ext 3095

Technology Director  
Ext 3076

Special Education Director  
Ext 3082

Mrs. Ellisor  
Ext 3104

Principal  
Ext 3074

Attendance Clerk  
Ext 3072

ISS -  
Ext 3114

Athletic Director  
Ext 3087

Librarian  
Ext 3084

Receptionist - Ashly Hornback  
Ext 3113