

Using the Phones

Internal Calls

Dial the Extension

External Calls –Local

Dial 8 – wait for the dial tone

Dial the number

External Calls – Long Distance

Dial 8 – wait for the dial tone

Dial the number – you will hear a tone

- ✓ Enter the PIN (access code) – you will hear a steady tone if your PIN is accepted and the call will go through.
- ✓ If you hear a busy signal – your PIN is not accepted and the call will not go through.

You can use your PIN on any phone in the district.

Setting Up Voice Mail

Dial 6

Enter your password – if it doesn't give you the opportunity to enter a new password – the default should be your extension number

Follow the voice prompts

Checking Voice Mail

Dial 6

Enter your password

Follow the prompts

Checking Voice Mail Externally

Dial 477-4700

Press *

Enter your extension

Follow the prompts

To Leave a Message – Internal Calls

Dial 26

Enter the extension

Leave your message