

### **To place an outside call**

Dial **9**, followed by the telephone number

### **To place an internal call**

Dial the extension number, then speak or lift the handset for privacy.

### **To transfer a call**

Without placing the call on hold, press the **Transfer** key.

Dial the extension number and either wait for the party to answer and announce the call or just hang up to complete the transfer.

While screening the call, if the person you are trying the transfer to does not answer or can not take the call, press the flashing extension key to go back to the calling party.

### **Quick transfer to voicemail**

If you would like to transfer a call to an extension's voicemail without ringing the extension, press the **Transfer** key, dial the extension number, then dial **8** and hang up.

*Note: You may press \* to bypass the greeting*

### **Redial**

Lift the handset, press the **Redial** key, press the # key.

### **To place a call on hold**

While on a call, Press the red **Hold** key. The key that the call was on will flash on your phone, simply press the flashing key to retrieve.

### **Distinctive Ringing**

To change the sound of the ring on your telephone.

Dial **720**, press **1:INT** for internal or **2:EXT** external, press **1-8** on your dial until you find the tone you prefer, then press **Speaker**.

### **Volume adjust**

The up and down arrow keys on the lower right corner of your phone will adjust the ring volume, when your phone is ringing. The speaker volume when on speaker phone, as well as the handset volume when using the handset.

### **Microphone Control**

This key will turn on and off your microphone.

While you are on a speakerphone call if the **Mic** key is not lit your voice transmission will be cut off.

While using your handset on an outside call, pressing the **Mic** will mute your transmission and cause the **Mic** to flash.

## **Setting up your voicemail box**

Press the message key on your telephone or from the outside dial the main telephone number of your school.

When the main greeting is heard dial 9, followed by your 4 digit mailbox number.

The voicemail will ask you for a security code. The default is **0327**. Enter this code at this time.

The voicemail will now conduct a tutorial to help you set up your mailbox. Follow the tutorial and answer the questions by using:

**1 for YES and 2 for NO on your keypad**

### **Record Your name**

Record your first and last name

Dial \* to end the recording and listen to the review of your name

Dial **1** to re-record, otherwise dial **2**

### **Spell Your Name**

Spell the first three letters of your name by using the dial pad.

### **Directory Listing**

Next you can decide whether you would like to be included in the general directory, for callers to find you if they don't know your extension number.

### **Record Your Greeting**

Record your personal greeting.

Dial \* to end the recording and listen to the review your greeting.

Dial **1** to rerecord, otherwise dial **2**.

### **Security Code**

You will be asked to chose a security code, enter it now, then press \*.

Re-enter the new security, then press \*.

### **Confirming Your Settings**

Dial **1** to confirm and complete the setup.

***Note: You must perform this confirmation, otherwise your settings will not be saved.***

If your phone does not have a message key you must dial the voice mail pilot number to access the voice mail system from your phone.

Users in The Middle School must dial 1000 to be connected to the voice mail system if you prefer to setup your voice mail box using the phones in your classroom. Once connected follow the instructions listed on the previous page.

Once your voice mail box is setup the only time you will need to access it will be to change your personal settings. Greetings, recorded name, directory listing and your personal security code.

Any new messages will appear in your Torrington.org email account inbox as wave file and can be played through the speakers on your computer.

Every school has an emergency extension number that can be dialed from a classroom that will ring an emergency line in the main office with a distinctive ring tone.

TMS -	4200
Torrington -	4400
East -	4500
THS -	4600
Vogel-Wetmore -	4700
Forbes -	4800
Southwest -	4900