**Phone Training**

**Place a call:**

Dial “8” for an outside line

For calls within the school district dial four digit extension (do not dial 8)

**Answer an incoming call:**

1. Pick up the receiver **OR**
2. Push the “speaker” button **OR**
3. Push the “answer” soft key when phone is ringing

**Transfer a call:**

1. Push “Transfer”
2. Dial the 4 digit extension of the person you are transferring the call to
3. Push “Transfer” again

**Setting up Voicemail**

1. Push the “Messages” button on the right hand side of phone

2. Record your first and last name (record your **name** only here, not your greeting!)

3. Record your greeting

4. **Default password is: 1234#”** (You can change your password here)

**Do Not Disturb**

If you do not want the phone to ring:

1. Push the “more” soft key and push the “DND” button
2. You will get a message on your screen: “Do Not Disturb is Active”

To undo this go through the same steps as above and your screen will now say “Your current options”

**Settings**

1. Push the “Settings” button on the right hand side of the phone
2. Go to “User Preferences” and push “Select”
3. Scroll down to “Contrast”
4. Adjust settings and “Save”

**Ring Tones**

1. Push the “Settings” button on the right hand side of the phone
2. Press “1” for “User Preferences”
3. Press “1” for “Rings”
4. “Select” your ring tone