PHONE SYSTEM INSTRUCTIONS

TO ACCESS VOICE MAIL AWAY FROM DISTRICT

Dial (908) 534-3839

Press **

Mailbox Number and password e.g. 29991234

To listen to message New Messages Press 2

To listen to message Saved Messages Press 6

To access Mailbox Options press 8 (e.g. change your name, voice greeting etc.)

TRANSER A CALL TO SOMEONE'S VOICEMAIL OR GUEST MAILBOX'S- (RMS)

- Any extension number at RMS that starts with a 6 is considered a "guest voicemail box". This number does **NOT** appear on any phone.
- If someone calls the school's main number (automated attendant) they have the ability to enter a person's mailbox number that starts with 6 just like any other extension number. Once they enter the 4 digit number they will immediately be placed into that person's voicemail.
- If someone in the building receives a call for someone that has a mailbox that starts with a 6 (guest mailbox) you can do the following to transfer that call into voicemail.
  - While still on the call dial Feature 986
  - Enter the mailbox number you wish to transfer to.
  - The call will immediately be placed into that person's voicemail and the call will disconnect from your phone.

GUEST MAILBOX'S (BOE, HBS, TBS, WHS)

- Any extension number that starts with a 6 is considered a "guest voicemail box". This number does **NOT** appear on any phone.
- If someone calls the school's main number (automated attendant) they have the ability to enter a person's mailbox number that starts with 6 just like any other extension number. Once they enter the 4 digit number they will immediately be placed into that person's voicemail.
- If someone in the building receives a call for someone that has a mailbox that starts with a 6 (guest mailbox) you can do the following to transfer that call into voicemail.
  - While still on the call transfer the call to extension 3997
  - The system will say "PLEASE ENTER A MAILBOX NUMBER"
  - Enter the mailbox number you wish to transfer to and press the # key.
  - Immediately hang up

RETRIEVING VOICEMAIL IF YOU ARE NOT AT YOUR OWN PHONE OR HAVE AN EXTENSION THAT STARTS WITH 6

- Press the voicemail button on any phone
- The system will say "PLEASE ENTER YOUR PASSWORD, THEN ENTER # SIGN"

- You should then press the "*" key.
- The system will say "PLEASE ENTER YOUR MAILBOX NUMBER AND YOUR PASSWORD THEN ENTER THE # SIGN"
- Enter your mailbox number along with your password and hit the # key. For example 27001234#.
- You will now be placed in your voicemail account.

TRANSFER A CALL DIRECTLY INTO SOMEONE'S VOICEMAIL (RMS ONLY)

- While still on the call dial Feature 986
- Enter the mailbox number you wish to transfer to.
- The call will immediately be placed into that person's voicemail and the call will disconnect from your phone.

TRANSFER A CALL DIRECTLY INTO SOMEONE'S VOICEMAIL (BOE, HBS, TBS, WHS)

- While still on the call transfer the call to extension 3997
- The system will say "PLEASE ENTER A MAILBOX NUMBER"
- Enter the mailbox number you wish to transfer to and press the # key.
- Immediately hang up.

LEAVE A MESSAGE DIRECTLY INTO SOMEONE'S VOICEMAIL OR GUEST MAILBOX (RMS ONLY)

- Press Feature 980
- Enter the mailbox number.
- The Persons name will appear on your display.
- Press 2 to leave your message after you hear the persons greeting.

LEAVE A MESSAGE DIRECTLY INTO SOMEONE'S VOICEMAIL OR GUEST MAILBOX (BOE, HBS, TBS, WHS)

- Dial extension 3997
- The system will say "PLEASE ENTER A MAILBOX NUMBER"
- Enter the mailbox number and press the # key.
- Leave your message after you hear the persons greeting.

PROGRAMMING PERSONAL SPEED DIALS – PHONE SPECIFIC

- Personal speed dials can be programmed for an outside line, or an extension in another building. Speed dials can not be used to call extensions within your building.
  - Press FEATURE 4
  - Enter the Speed dial number between 71 and 94 that you wish to use.
  - Enter the number and press HOLD. Remember to insert a 9 if your calling an outside number.

ERASING A PERSONAL SPEED DIAL – PHONE SPECIFIC

- Press FEATURE *4
- Enter the speed dial number you wish to erase between 71 & 94
- Press HOLD

CALLING PERSONAL SPEED DIAL – PHONE SPECIFIC

- Press the Speed Dial button
- Enter *xx where xx = the speed dial number you wish to call.

DO NOT DISTURB

- Press FEATURE 85 to turn **ON** the do not disturb feature on your phone.
- Press FEATURE *85 to turn **OFF** the do not disturb feature on your phone.
- When this is turned on not even the office can call you.