

Telephones

1. **To answer an incoming call**- Lift the handset.
2. **To make an outside call** – Pickup your handset, dial 9 and then the number you are calling
3. **To make a call to someone in the district** – Pickup your handset and dial their 4 digit extension number. If you have a direct dial button on your phone for the person you are calling – Pickup the handset and hit the direct dial button on your phone for that person’s extension.
4. **Office Button** – Push this button and it will connect you to the secretary in the office. (MS-Mary, TR-Diane, NE-Travis, HS-Kathy Aebig, ECC- Lynette)
5. **To Leave a voice mail message in another user’s voice box** – Pickup the handset, dial * * and then the mailbox number of the person you are leaving the message for.
6. **To enroll in your Voicemail box**- Refer to the Voicemail Functions sheet.

Everyone will have to enroll in their voicemail box. You will not be able to retrieve your messages and your name and extension listing will not be populated in the directory until your voicemail enroll setup is completed. If you have questions or problems with your phone, please contact the help desk.