

## How to Place a Call from a Classroom Phone

To make an outside call from any classroom in the District you will need to dial (9) then the number, you will hear a short series of beeps then you will enter your 5 digit employee number. Please note that all classroom phones are limited to local calling only. Should the need to call long distance arise you may do so from the main office. Do not under any circumstances; reveal your employee number to students.

## Receiving Calls in your Classroom

Inbound calls are sent directly to voicemail during normal business hours. This is done so the educational process is not disrupted in any way. Certain administrators in your building have the ability to over-ride the voice mail coverage. What this means is that if your classroom phone is ringing during business hours it is most likely important. If possible you should take the call.

## Having a problem with making Calls?

If you are having problems with your phone please contact the help desk at 34171, or you can fill out and submit a ticket online under Employee Technology Access Links on our District website. Every effort will be made to resolve your issue in a timely manner. Below is a quick access link to the form.

[Help Desk Form](#)

## How to set up your new voice mail account

From your phone in your classroom, dial 34199 when prompted for a password, enter 1234 (default password). At this time you will be required to enter a new 5 digit password. Stay on the line after you have created your new password and listen to the prompts. You will next be required to Speak your name, remember this is not a greeting just your name to identify your mail box. If you have followed the prompts, you will have successfully set up your new mail box.

### Further Information

These instructions are basic setup instructions. For more detailed information such as how to change your password, voice name, or create a custom greeting please visit the Phone System Information page in the Technology section of our website. Or click on the link below.

[Phone System Information](#)