

Several things you should know about your new VoIP (Voice over Internet Protocol) phone.....

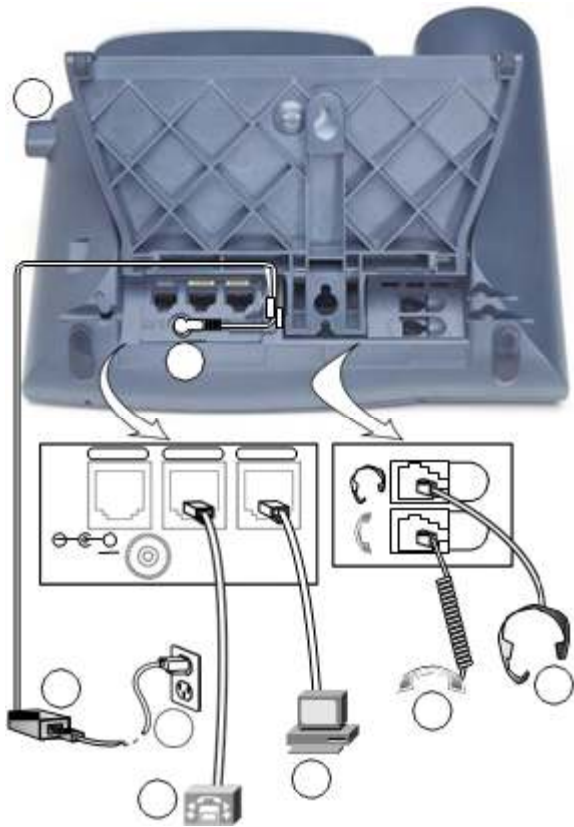
If your phone does not have power, your computer does not have network connection, meaning:

- You cannot print
- You cannot email
- You cannot surf the internet
- You cannot get to the mapped drives at each school

Only one network connection in each room will allow the phone to function

- This is because the phone is receiving power over the network cable. In order to power the phone and have it functional, that one port attaches to a different switch than all the other ports in your room. And no, not every port in every room can have that type of connection.
- Your computer should stay where it is currently located

Your phone – The back



The back of your phone is more important than you think.

One wrong connection and not only will the phone not work, neither will your computer.

- The first port on the left is not used.
- The middle port on the left is for the network cable coming out of your wall's network jack.
- The right port on the left hand side of the phone is for the network cable running from the phone to the computer.

The two ports on the right are for a headset or handset.

The button to make the foot stand open or close is at the top left.

Your phone – The front



1. Message indicator light – red means you have voicemail
2. Screen – shows phone information (date, time, ext., missed calls)
3. Line buttons – most phones only have 2 line buttons
4. Foot stand release
5. Messages button (check voicemail)
6. Directories button (missed, placed, received calls, personal and corporate directories)
7. Help button
8. Services button
9. Settings button (setup ring tones)
10. Volume bar
11. Speaker
12. Mute
13. Headset
14. Navigation buttons – scroll up/down through menus
15. Keypad
16. Softkeys – when pressed, corresponding action is labeled above the key

Phone Extensions

- We made every effort to have the extensions the same at each school
 - First digit of every school is 4
 - Second digit varies at each school
 - 1 for high school
 - 2 for middle school
 - 3 for elementary school
 - 4 for primary school
 - 5 for maintenance and bus shop
 - 6 for tech center
 - 7 for school board office
 - 8 for alternative education
 - Third and fourth digit is the actual extension
 - Example – 4**3**56 is an elementary school extension because 3=elementary school

Extension Numbers

- xx02 – office, all office phones will ring
- xx03 – 12 month secretary
- xx04 – 11 month secretary
- xx05 – book keeper
- xx06 – nurse
- xx07-xx11 – guidance
- xx12 – xx13 – resource officer, when applicable
- xx14 – principal
- Xx15 – xx16 – assistant principal(s), when applicable
- xx18 – Cafeteria
- xx26 – library
- xx28 – custodians
- xx29 – xx35 – workrooms, misc locations
- xx36-90 - teachers

Set up voicemail

Pin = password

ID = extension

- Press Messages button
 - Enter pin; pin is 123456
 - If this doesn't work, your pin needs to be reset and you should contact whomever your school admin have told you to contact about this
 - Change your pin and remember it
 - Try to use something similar to your cell phone password, if you have one
 - Listen to the prompts and set up your voicemail
 - If you become locked out of your voicemail account, contact the same person as you would for resetting your pin