

Montrose Community Schools

Using the District's Telephone System – Tip Sheet

To report a threatening call:	<ol style="list-style-type: none"> 1. Note the telephone number the call came in on. If you answered the call on a multi-line telephone, note which telephone number the call came in on. 2. Note the date and time of the call. 3. If you have a display telephone, check if the caller's telephone number is displayed. 4. Report the call to your building secretary or principal. 5. Your building secretary or principal will call 911 and notify the superintendent.
To call 911:	<ul style="list-style-type: none"> • Dial 911
To call another telephone in the district:	<ul style="list-style-type: none"> • Dial the 4 digit extension number of the telephone.
To place a call outside the school district:	<ol style="list-style-type: none"> 1. Dial 9 2. Dial the telephone number
To call another school district:	<ol style="list-style-type: none"> 1. Dial 9 2. Dial the telephone number
To transfer a call:	<ol style="list-style-type: none"> 1. While you're on the call, press the Transfer key 2. Dial the number. 3. Hang up.
To transfer a call to voice mail:	<ol style="list-style-type: none"> 1. While you're on the call, press the Transfer key 2. Press VMsg soft key 3. Dial the number. 4. Hang up.
To place a conference call:	<ol style="list-style-type: none"> 1. While you're on the call, press the Conf soft key 2. Dial the extension or 9 and outside number. 3. When the party answers, press the Conf soft key – press begin soft key to join 4. Repeat steps 1 - 3 to add more parties
To check your voice mail:	<ol style="list-style-type: none"> 1. If your message light is flashing, Press VMsg soft key. 2. When prompted, enter your security code. 3. Press 7 to listen to a message. 4. Press 3 to delete the message you're listening to. 5. Press 5 to listen to the next message. 6. After you've listened to all of your messages, hang up.
To check your voice mail from another telephone in the district:	<ol style="list-style-type: none"> 1. Call extension 3000. 2. Enter your mailbox number {usually the same as your telephone extension} 3. When prompted enter your security code.
To check your voice mail from outside the district:	<ol style="list-style-type: none"> 1. Call your telephone. 2. Wait for your voicemail greeting. 3. If someone answers your telephone, ask to be transferred to your voice mail. 4. When you hear your voice mail greeting, press the # key. 5. When prompted, enter your mailbox number (usually the same as your telephone extension) 6. When prompted, enter your security code.
To change your voice mail security code:	<ol style="list-style-type: none"> 1. Press VMsg soft key. 2. When prompted, enter your old voice mail security code. 3. Press 0 for complete menu of features. 4. Press 67 for mailbox set up. 5. Press 7 to change your security code. 6. When prompted, enter your new security code. 7. The system will playback what you entered if correct press 7. 8. Hang up.

<p>To change the voice mail greeting played when your phone is not answered:</p>	<ol style="list-style-type: none"> 1. Press VMsg soft key. 2. When prompted, enter your voice mail security code. 3. Press 0 for complete menu of features. 4. Press 4 to record a greeting. 5. Press 1 to select greeting number 1. 6. Press 7 to record the greeting. 7. Press # after recording your greeting. 8. Hang up.
<p>To change your voice mail name:</p>	<ol style="list-style-type: none"> 1. Press VMsg soft key. 2. When prompted, enter your voice mail security code. 3. Press 0 for complete menu of features. 4. Press 2 to change your user options. 5. Press 76 to set recorded name. 6. Press 7 to record your name. 7. Press # after recording your name. 8. Hang up.
<p>To send a voice mail message:</p>	<ol style="list-style-type: none"> 1. Press VMsg soft key. 2. When prompted, enter your voice mail security code. 3. To leave a message press 77. 4. Record the message and then press #. 5. Dial the 4 digit phone number (mail box). 6. Plays users name, if correct Press # to send the message. 7. Hang up.
<p>To activate DO NOT DISTURB:</p>	<ol style="list-style-type: none"> 1. Without picking up the receiver, dial #7473 2. Pick up the receiver. 3. Hang up.
<p>To deactivate DO NOT DISTURB:</p>	<ol style="list-style-type: none"> 1. Without picking up the receiver, dial #7470 2. Pick up the receiver. 3. Hang up.
<p>To turn off your telephone's Msg Light</p>	<ul style="list-style-type: none"> • Your Msg light should go off by itself after you listen to all of your voice mail messages. • To turn the Msg light off immediately: <ol style="list-style-type: none"> 1. Without picking up the receiver, dial 773 2. Pickup the receiver. 3. Hang up.