

Telephone / Intercom System Operating Instructions

**The main intercom telephone is located on the secretary's desk in the main office.
Use the following instructions from the main phone only.**

1. To make an announcement over the intercom system:

- Pick up the main intercom telephone in the office.
- Dial one of the following numbers for the desired area:

[#0]	<i>All areas inside and outside the school.</i>
[#1]	<i>Inside the school only.</i>
[#2]	<i>Hallways in the school.</i>
[#5]	<i>Outside the school only.</i>
[#4]	<i>Elementary classrooms only.</i>
[#5]	<i>High school classrooms only.</i>

2. To make a normal intercom call from the office to a classroom:

- Lift the handset of the intercom telephone in the office.
- Dial the three digit number of the classroom [*there will be a pre-announcement tone when you are connected to the classroom loudspeaker*].
- Begin speaking.

3. To play music:

- Lift the handset of the intercom telephone in the office.
- Dial [SPEED DIAL] and [1]. This will turn on the music inside the entire school.

4. To turn off the music:

- Lift the handset of the intercom telephone in the office.
- Dial [SPEED DIAL] and [0]. This will cancel the music to all the speakers in the school.

5. To turn on the bells:

- Lift the handset of the intercom telephone in the office.
- Dial [BELLS ON]. This will turn on the bell schedule.
- To change bells, press exit [#] and enter the program number [8].

6. To turn off the bells:

- Lift the handset of the intercom telephone in the office.
- Dial [BELLS OFF]. This will disable the bells schedule.

7. To transfer a call:

- Hit the transfer button on the handset.
- Dial [8] button.
- Dial [*] followed by the desired 3 digit number of the room that you wish to transfer the call to.
- Hang-up the telephone receiver.

Classroom Phone Instructions

1. To call the front office:

- Lift the handset.
- Dial [*100].

2. To make a classroom to classroom intercom call:

- Lift the handset.
- Dial the 3 digit classroom you wish to speak to [*you will hear a pre-announcement tone when you are connected with the classroom loudspeaker*].
- Begin speaking.
- If you want the conversation to become private have the teacher in the classroom that you are calling pick up the handset.

3. To make an emergency call to the office:

- Lift the handset.
- Press on the receiver hook switch four times rapidly. This will initiate and emergency call to the front office.

4. To cancel music in the classroom:

- Lift the handset.
- Dial [*] and [9] to stop the music.
- To restart the music, dial [*] and [9] again.

5. To access a call on hold for you:

- Lift the handset.
- Dial [9] [8] [#] [0] [0] [LINE NUMBER]. For example, if there was a call for you on line three, the correct key sequence would be [9] [8] [#] [0] [0] [3].

6. To make an outside call from your classroom:

- Lift the handset.
- Dial [9] [8]. Wait for the dial tone.
- Dial [9]. Again, wait for a dial tone. If you hear a busy signal, all lines are currently being used – try again later.
- Dial the desired telephone number.

7. To answer a telephone call after hours from your classroom phone:

- Lift the handset.
- Dial [7] [*] [1] [0] [0]. The call will be transferred to your phone.

8. To collect your messages:

- Dial [9] [8].
- Dial [1] [6] [5].
- Dial [#] [6].
- Dial [*] [YOUR THREE DIGIT MAIL BOX NUMBER].
- Dial [1].

9. To record a personal mailbox greeting:

- Dial [9] [8].
- Dial [1] [6] [5].
- Dial [#] [6].
- Dial [*] [YOUR THREE DIGIT MAIL BOX NUMBER].
- Dial [5] for your mailbox options.
- Dial [1].
- Dial [1].
- Wait for the tone and record your personal message.

10. To leave a message for another teacher:

- Dial [9] [8].
- Dial [1] [6] [5].
- Dial [#] [6].
- Dial [THE TEACHER'S THREE DIGIT MAILBOX NUMBER].

Black Panasonic Phone Instructions

1. To make an intercom call to a classroom:

- Lift the handset.
- Dial [8].
- Dial the 3 digit classroom you wish to speak to [*you will hear a pre-announcement tone when you are connected with the classroom loudspeaker*].
- Begin speaking.
- If you want the conversation to become private have the teacher in the classroom that you are calling pick up the handset.

2. To make an announcement over the intercom from a Panasonic phone:

- Lift the handset.
- Dial [8].
- When a dial tone is heard, dial one of the following areas:

[#0]	<i>All areas inside and outside the school.</i>
[#1]	<i>Inside the school only.</i>
[#2]	<i>Hallways in the school.</i>
[#3]	<i>Outside the school only.</i>
[#4]	<i>Elementary classrooms only.</i>
[#5]	<i>High school classrooms only.</i>

3. To record the main mailbox greeting:

- Locate on the small keys the one that is labeled [V-MAIL] and press.
- Dial [#] [6].
- Dial [*] [9] [9] [8].
- Dial [5].
- Dial [1].
- Dial [5].
- Wait for the confirmation tone and record the new greeting.

4. To transfer a message from the main mailbox to another mailbox:

- Listen to the message you want to transfer.
- Dial [7].
- Dial the three digit mailbox number you want the message to be transferred to.
 - Dial [1] if you want to change to a different mailbox number.
 - Dial [2] if you want to keep the transfer the way it is.
 - Dial [3] if you want to copy the message to another mailbox.
- After you accept the transfer:
 - Dial [1] to complete the transfer.
 - Dial [2] if you want to place a comment after the message.

5. To set up the answering service to answer incoming calls:

- Locate and press [SPEAKERPHONE].
- Dial [FWD/DND].
- Dial [2] to forward all calls to the answering service.

- Dial [3] to forward calls to the answering service only when the line is busy.
- Dial [4] to forward calls to the answering service only when there is no answer.
- Dial [5] to forward calls to the answering service when the line is busy OR there is no answer.

6. To setup a personal mailbox greeting:

- Locate and press [V-MAIL].
- Dial [#] [6].
- Dial [*] [YOUR THREE DIGIT MAIL BOX NUMBER].
- Dial [5] for the mailbox options.
- Dial [1] for your personal mailbox greeting.
- Wait for the tone and record your personal message.

7. To collect your messages:

- Locate and press [V-MAIL].
- Dial [#] [6].
- Dial [*] [YOUR THREE DIGIT MAIL BOX NUMBER].