Phone System PCSD #32

Setting up a mailing list
Please listen to instructions as you go through the steps:
1. Dial into System-199
2. Enter extension # and password #
3. Choose #5 (the system will not give you #5 as an option)
4. Choose #1 to create a list
   a. Select a number for the list ID, push #-example-list 1, list 2 (max 6 lists)
   b. Decide if the list is to be public (#1) or private (#2)
   c. Enter extensions, push # after each extension, push # again when finish entering extensions and you're finished.
5. Choose #2 to listen to a summary of lists
6. Choose #3 to review/modify lists

Sending Lists
Please listen to instructions as you go through the steps:
1. Dial into System-199
2. Enter extension # and password #
3. Press 1 to record the message that you want to send out.
4. Press # when you are done recording the message.
5. Press *5 to access the lists.
6. If you want to access someone else's list, enter their extension and list #.
7. If you are at your own extension and the list is your list, press #.
8. Enter the list number and press #. You may add additional extensions to receive the message at this point. If no additional extensions need to be added press #.
9. Press # to send

To Transfer a call into the classroom from the office
1. Outside call comes into the office
2. Office pushes transfer-park-transfer on their digital phone
3. Office hangs up and dials the classroom extension
4. Office informs the teacher they have a call parked on extension ___ (office extension from which the call is parked)
5. The office tells the teacher to hang up and dial *99 and the office extension and then #
6. The office hangs up and the teacher dials *99 and the office extension and #
7. The teacher should receive the call in the classroom