

## Phone Quick-Tips for Classroom Teachers

### To listen to your Voicemail messages

1. From the Lite Brite
  - a. Press your msg waiting lite.
  - b. When prompted, **enter your security code and then #**
  - c. Follow the rest of the prompts to listen, save, and delete messages
2. From any phone in the building
  - a. **Dial 55** to access voicemail system
  - b. When you hear the main greeting, **press \***
  - c. **Enter your extension**
  - d. When prompted, **enter your security code and then #**
  - e. Follow the rest of the prompts to listen, save, and delete messages
3. From outside the building
  - a. **Dial 815-717-3132** to access voicemail directly
  - b. When you hear the main greeting, **press \***
  - c. **Enter your extension**
  - d. When prompted, **enter your security code and then #**
  - e. Follow the rest of the prompts to listen, save, and delete messages

### To re-record your voicemail greeting *(see sample greetings on page 2)*

#### **(Do this when you need to change your homework hotline)**

1. Access voicemail by **dialing 55** (or dialing 815-717-3132 from outside the building)
2. When you hear the main greeting, **press \***
3. **Enter your extension**
4. When prompted, **enter your security code and then #**
5. **Press 3** to manage mailbox
6. **Press 1** to change your greeting
7. Select greeting #1 (**press 1**)
  - a. **Press 1** to listen/review if desired
  - b. **Press 2** to re-record
    - i. Follow the prompts and record your message.  
Be sure to **press #** when finished
    - ii. Follow prompts.  
**Be sure that you finish by pressing 9** to save your recording.
    - iii. Hang up when you hear "recording is saved".

### To make an external call from a Classroom phone:

1. Dial 44
2. You will hear three short tones
3. The display will read "Enter Account Code"
4. Press the 4-digit passcode and then #
5. You will hear three short tones again
6. Dial 7 to get an outside line
7. Dial the number, including the 10-digit number, including the "1" before the area code.

### To make an internal call:

- Simply dial the extension number, as listed on the extension sheet attached.
- You can also use one of the buttons on the phone for specific offices (Main Office, Dean's Office & Maintenance Office)

### **Sample Voicemail Greeting**

Hello, you have reached the voicemail of George Washington.  
Please leave your name, number and a brief message and I will  
return your call as soon as I can.

To listen to my homework hotline, press 2 now.

You may also press 0 at any time to reach the main office.

If you don't use Homework Hotline, then you obviously would not include this sentence in your greeting.

### **Sample Homework Hotline Greeting**

This is the Homework Hotline for Mr. Washington.

Today's homework for Social Studies is to read Chapter 1, section 2 through 5, etc.....