

5304 Basic Phone Instructions

Programmed Keys: FLRSD has programmed the keys as follows:

Top key (#8) is labeled VMail(Voicemail) press this key to get your voicemail through the classroom phone.

Key #7 (second from the top) is labeled Tran VM press this key to transfer a voicemail to another staff member or classroom by typing their extension.

Key #6 is Hold to place a call on hold.

Key #5 is Transfer to transfer a call.

Key #4 is Re-dial to redial a call.

Key #3 is ** to call the office

Key #2 is IC incoming calls

Key #1 (second from the bottom) is Call Key 2 to make calls outside of the school.

Prime Line (bottom button) is Call Key 1 to call outside of the school.

Or you can just dial 8 then (1 if long distance) and the number you wish to call. For example 815081234567 for long distance or 85081234567 for local.



Ring/Message indicators: the light on the side of the phone:

1. Flashing rapidly = Your phone is ringing
2. Flashing slowly = A message or callback message is waiting at your phone
3. Light On = Your phone is ringing another phone
4. Off = Your phone is idle/not being used, or you are on a call

CUSTOMIZING YOUR 5304 IP PHONE

Handset Receiver Volume Control:

To adjust the Handset Receiver Volume when you are using the handset:

- Press (UP) or (DOWN). The up/down buttons under the paper list.

Speaker Volume Control :

To adjust the Speaker Volume when making an on-hook call or during a paging call:

- Press (UP) or (DOWN). The up/down buttons under the paper list. Keep in mind you must use the handset to talk back to the person on the phone.

Display Contrast Control:

To adjust the Display Contrast while your set is idle:

- Press (UP) or (DOWN). The up/down buttons under the paper list.

To Make a call :

1. Internal call - Lift the handset and dial the extension you wish to call.
2. Outside call - Lift the handset and dial 8 and 1 + outside number, (if it is a local call you don't need to dial 1. You can just dial 8 + the number).
3. Or dial 911 if this is an emergency.

When setting up the Voicemail be sure to complete these steps...

1. Change the passcode
2. Record your primary greeting
3. Record your name in the directory
4. Then using your cellphone call the school and enter your extension listen to your message to be sure it is the message you recorded.

To do the above steps follow the directions below:

- 1.) Press VMail key and your passcode,

For first time users it is your extension number. _____, it will then ask you to change it.

- 2.) Press 4 to access your personal options,
- 3.) Press 1 to record your greeting,
- 4.) Press 1 to record your primary greeting
- 5.) Say something like :

“Hello, you have reached the office of say your name. I'm not available to take your call. Please leave me a message with your name & number and I will call you back as soon as possible. Thank you.”

- 6.) Press # to save your message.
- 7.) Press 1 to listen, if it sounds good press #. **If NOT** press 3 to re-record the message, when you like your message press # to save.
- 8.) Next you want to press 2 to record your name in the school directory.

If you like it press #, **if not** press 3 to re-record the message and once you like it press # to save.

It may ask you to do something else but I am not sure. Once you are done setting up, call yourself from your cell phone and see if it tells you the message you just recorded. If not then I think you may have to record the secondary greeting. To do this press Vmail, enter your new passcode, 4, 1, 2. It may ask if you want to use this as your greeting. Olivia (ma bell) will be back the first day of school, August 29 or 30th. Contact her at ooliveira@freelake.org otherwise contact the technology staff.

TO ACCESS YOUR VOICEMAIL

Press your VMAIL key

Enter your passcode (**First time passcode is your extension number**)

You must complete the new user tutorial

****Be prepared to think of a new password and record your name**

VOICE MAIL OPTIONS

- 1=LISTEN TO NEW
- 2=RECORD A MESSAGE
- 3=LISTEN TO SAVED MESSAGES
- 4=PERSONAL OPTIONS
- 5=MESSAGE OPTIONS

TO RECORD A PRIMARY GREETING 411

Access your mailbox
Press 4 Personal Options
Press 1 Record Greeting
Press 1 Record Primary Greeting

SAMPLE GREETING

Hello, you have reached the office of _____.
I'm not available to take your call
Please leave me a message with your name & number and
I will call you back as soon as possible. Thank you.

OPTIONS DURING THE MESSAGE

1=Back Up
2=Pause
3=Skip ahead
4=Lower Volume
5=Play Time & Date
6=Increase Volume
7>Delete Message
9=Save Message
#=Skip to End

AFTER THE MESSAGE

1=Replay
2=Reply
3=Forward a Copy
4=Listen to Previous
5=Play Time & Date
6=Listen to Next
7>Delete Message
9=Save Message
#=Skip to Next Message

To Access the phone voicemail from another building ...

Press the VMail key

When you hear the person press **and your extension (ie: **1751)

It will then ask for your passcode enter that and it should give you any voicemail you have.