



Bend Gate Elementary School Telephone System Instructions

What is the main telephone number for Bend Gate Elementary School? (270) 831-5040

What is my internal extension number? 12XXX

- Your Extension number will display on your telephone when it is idle.
- Example: The extension for the main receptionist is 12002.

How do I make a telephone call? Internal: Ext. # + SEND

You can call any 5 digit extension in the district. These extensions are included in the staff directory of the district web page (on Quick Links).

External: 9 + Phone Number + SEND

You may access your voice mail one of these two ways: Messages + 1 + Connect + PIN + #

Dial 99999 + SEND + PIN + #

- Your default PIN is set to 147258. You will need to change your PIN the first time you access your voice mail.
- To access your personal phone menu, enter your voicemail and choose an option below.
 - Press * to play messages.
 - Press 9 at your voice mailbox for these options:
 - 1 – To change your profile status.
 - 3 – To dial a number.
 - 4 – To delete all read messages.
 - 5 – To change your self-identification message.
 - 6 – To play mailbox information.
 - 7 – To change your voicemail PIN number.
 - 8 – To change your greeting message.
 - 9 – To repeat this prompt.
 - # - To exit the call.
 - During playback of a voice mail, you have these options:
 - 0 – Skip to the next message.
 - 1 – Skip to the previous message.
 - 2 - Repeat current message.
 - 3 - Delete the current message and automatically go to the next message.
 - 4 – Call back (this will trigger a call to the caller ID of the person who left the message).
 - 5 – Forward message to another extension.
 - 9 – To go to the voice mail options menu.
 - # - To hang up the call.

How do I access my voice mail from another person's extension? Dial 99999 (wait for time out) + Ext. # + PIN

Can I access my messages from an outside telephone? Yes (270) 854-0099 + 8 + Ext. # + PIN + #

- During open hours, you may call the main number and request to be transferred to extension number 99999.
- During closed hours and holidays, you may call the main number and dial extension number 99999.



Bend Gate Elementary School Telephone System Instructions

Dialing Codes

Dialing codes are particular key/number combinations used to access particular functions within the phone system directly from the phone.

Call Transfer

Unannounced Transfer:

- TRANSFER + BLIND + Ext. # or 9 + 10 digit telephone number + SEND

Announced Transfer:

- TRANSFER + Ext. # or 9 + 10 digit telephone number + TRANSFER

Call Pick-Up

If you hear a particular extension ringing and you know that person is not able to take the call, you can take the call by using the "Call Pick-Up" feature. To do this:

- Dial *20* + Ext. # + SEND

Voicemail (directly leave a message without the extension ringing) *4 + Ext. # + SEND

Setting Do Not Disturb OFF/ON OFF: *60 + SEND ON: *61 + SEND

Intercom *9 + Ext. # + SEND



Cairo Elementary School Telephone System Instructions

What is the main telephone number for Cairo Elementary School? (270) 533-1286

What is my internal extension number? 13XXX

- Your Extension number will display on your telephone when it is idle.
- Example: The extension for the main receptionist is 13109.

How do I make a telephone call? Internal: Ext. # + SEND

You can call any 5 digit extension in the district. These extensions are included in the staff directory of the district web page (on Quick Links).

External: 9 + Phone Number + SEND

You may access your voice mail one of these two ways: Messages + 1 + Connect + PIN + #

Dial 99999 + SEND + PIN + #

- Your default PIN is set to 147258. You will need to change your PIN the first time you access your voice mail.
- To access your personal phone menu, enter your voicemail and choose an option below.
 - Press * to play messages.
 - Press 9 at your voice mailbox for these options:
 - 1 – To change your profile status.
 - 3 – To dial a number.
 - 4 – To delete all read messages.
 - 5 – To change your self-identification message.
 - 6 – To play mailbox information.
 - 7 – To change your voicemail PIN number.
 - 8 – To change your greeting message.
 - 9 – To repeat this prompt.
 - # - To exit the call.
 - During playback of a voice mail, you have these options:
 - 0 – Skip to the next message.
 - 1 – Skip to the previous message.
 - 2 - Repeat current message.
 - 3 - Delete the current message and automatically go to the next message.
 - 4 – Call back (this will trigger a call to the caller ID of the person who left the message).
 - 5 – Forward message to another extension.
 - 9 – To go to the voice mail options menu.
 - # - To hang up the call.

How do I access my voice mail from another person's extension? Dial 99999 (wait for time out) + Ext. # + PIN

Can I access my messages from an outside telephone? Yes (270) 854-0099 + 8 + Ext. # + PIN + #

- During open hours, you may call the main number and request to be transferred to extension number 99999.
- During closed hours and holidays, you may call the main number and dial extension number 99999.



Cairo Elementary School Telephone System Instructions

Dialing Codes

Dialing codes are particular key/number combinations used to access particular functions within the phone system directly from the phone.

Call Transfer

Unannounced Transfer:

- TRANSFER + BLIND + Ext. # or 9 + 10 digit telephone number + SEND

Announced Transfer:

- TRANSFER + Ext. # or 9 + 10 digit telephone number + TRANSFER

Call Pick-Up

If you hear a particular extension ringing and you know that person is not able to take the call, you can take the call by using the "Call Pick-Up" feature. To do this:

- Dial *20* + Ext. # + SEND

Vicemail (directly leave a message without the extension ringing) *4 + Ext. # + SEND

Setting Do Not Disturb OFF/ON OFF: *60 + SEND ON: *61 + SEND

Intercom *9 + Ext. # + SEND



Central Academy School Telephone System Instructions

What is the main telephone number for Central Academy School? (270) 831-5100 & (270) 854-0550

What is my internal extension number? 205XX

- Your Extension number will display on your telephone when it is idle.
- Example: The extension for the main receptionist is 20550.

Can someone call me directly from an outside telephone? Yes (270) 854-05XX

- To determine your Direct Inward Dial (DID) telephone number, follow the example below:
 - Take the last two numbers of your extension and put them in place of the X's.
 - For example: Extension 20572 would have a Direct Inward Dial (DID) number of (270) 854-0572.

Alternately:

- During open hours, the caller may call the main number and request to be transferred to your extension number.
- During closed hours and holidays, the caller may call the main number and dial your extension number.

How do I make a telephone call? Internal: Ext. # + SEND

External: 9 + Phone Number + SEND

You may access your voice mail one of these two ways: Messages + 1 + Connect + PIN + #

Dial 99999 + SEND + PIN + #

- Your default PIN is set to 147258. You will need to change your PIN the first time you access your voice mail.
- To access your personal phone menu, enter your voicemail and choose an option below.
 - Press * to play messages.
 - Press 9 at your voice mailbox for these options:
 - 1 – To change your profile status.
 - 3 – To dial a number.
 - 4 – To delete all read messages.
 - 5 – To change your self-identification message.
 - 6 – To play mailbox information.
 - 7 – To change your voicemail PIN number.
 - 8 – To change your greeting message.
 - 9 – To repeat this prompt.
 - # - To exit the call.
 - During playback of a voice mail, you have these options:
 - 0 – Skip to the next message.
 - 1 – Skip to the previous message.
 - 2 - Repeat current message.
 - 3 - Delete the current message and automatically go to the next message.
 - 4 – Call back (this will trigger a call to the caller ID of the person who left the message).
 - 5 – Forward message to another extension.
 - 9 – To go to the voice mail options menu.
 - # - To hang up the call.

How do I access my voice mail from another person's extension? Dial 99999 (wait for time out) + Ext. # + PIN

Can I access my messages from an outside telephone? Yes (270) 854-0099 + 8 + Ext. # + PIN + #

- During open hours, you may call the main number and request to be transferred to extension number 99999.
- During closed hours and holidays, you may call the main number and dial extension number 99999.



Central Academy School Telephone System Instructions

Dialing Codes

Dialing codes are particular key/number combinations used to access particular functions within the phone system directly from the phone.

Call Transfer

Unannounced Transfer:

- TRNSFER + BLIND + Ext. # or 9 + 10 digit telephone number + SEND

Announced Transfer:

- TRNSFER + Ext. # or 9 + 10 digit telephone number + TRNSFER

Call Pick-Up

If you hear a particular extension ringing and you know that person is not able to take the call, you can take the call by using the “Call Pick-Up” feature. To do this:

- Dial *20* + Ext. # + SEND

Voicemail (directly leave a message without the extension ringing) *4 + Ext. # + SEND

Setting Do Not Disturb OFF/ON OFF: *60 + SEND ON: *61 + SEND

Intercom *9 + Ext. # + SEND



Chandler Elementary School Telephone System Instructions

What is the main telephone number for Chandler Elementary School? (270) 533-1760

What is my internal extension number? 14XXX

- Your Extension number will display on your telephone when it is idle.
- Example: The extension for the main receptionist is 14120.

How do I make a telephone call? Internal: Ext. # + SEND

You can call any 5 digit extension in the district. These extensions are included in the staff directory of the district web page (on Quick Links).

External: 9 + Phone Number + SEND

You may access your voice mail one of these two ways: Messages + 1 + Connect + PIN + #

Dial 99999 + SEND + PIN + #

- Your default PIN is set to 147258. You will need to change your PIN the first time you access your voice mail.
- To access your personal phone menu, enter your voicemail and choose an option below.
 - Press * to play messages.
 - Press 9 at your voice mailbox for these options:
 - 1 – To change your profile status.
 - 3 – To dial a number.
 - 4 – To delete all read messages.
 - 5 – To change your self-identification message.
 - 6 – To play mailbox information.
 - 7 – To change your voicemail PIN number.
 - 8 – To change your greeting message.
 - 9 – To repeat this prompt.
 - # - To exit the call.
 - During playback of a voice mail, you have these options:
 - 0 – Skip to the next message.
 - 1 – Skip to the previous message.
 - 2 - Repeat current message.
 - 3 - Delete the current message and automatically go to the next message.
 - 4 – Call back (this will trigger a call to the caller ID of the person who left the message).
 - 5 – Forward message to another extension.
 - 9 – To go to the voice mail options menu.
 - # - To hang up the call.

How do I access my voice mail from another person's extension? Dial 99999 (wait for time out) + Ext. # + PIN

Can I access my messages from an outside telephone? Yes (270) 854-0099 + 8 + Ext. # + PIN + #

- During open hours, you may call the main number and request to be transferred to extension number 99999.
- During closed hours and holidays, you may call the main number and dial extension number 99999.



Chandler Elementary School Telephone System Instructions

Dialing Codes

Dialing codes are particular key/number combinations used to access particular functions within the phone system directly from the phone.

Call Transfer

Unannounced Transfer:

- TRNSFER + BLIND + Ext. # or 9 + 10 digit telephone number + SEND

Announced Transfer:

- TRNSFER + Ext. # or 9 + 10 digit telephone number + TRNSFER

Call Pick-Up

If you hear a particular extension ringing and you know that person is not able to take the call, you can take the call by using the "Call Pick-Up" feature. To do this:

- Dial *20* + Ext. # + SEND

Voicemail (directly leave a message without the extension ringing) *4 + Ext. # + SEND

Setting Do Not Disturb OFF/ON OFF: *60 + SEND ON: *61 + SEND

Intercom *9 + Ext. # + SEND



East Heights Elementary School Telephone System Instructions

What is the main telephone number for East Heights Elementary School? (270) 831-5070

What is my internal extension number? 15XXX

- Your Extension number will display on your telephone when it is idle.
- Example: The extension for the main receptionist is 15012.

How do I make a telephone call? Internal: Ext. # + SEND

You can call any 5 digit extension in the district. These extensions are included in the staff directory of the district web page (on Quick Links).

External: 9 + Phone Number + SEND

You may access your voice mail one of these two ways: Messages + 1 + Connect + PIN + #
Dial 99999 + SEND + PIN + #

- Your default PIN is set to 147258. You will need to change your PIN the first time you access your voice mail.
- To access your personal phone menu, enter your voicemail and choose an option below.
 - Press * to play messages.
 - Press 9 at your voice mailbox for these options:
 - 1 – To change your profile status.
 - 3 – To dial a number.
 - 4 – To delete all read messages.
 - 5 – To change your self-identification message.
 - 6 – To play mailbox information.
 - 7 – To change your voicemail PIN number.
 - 8 – To change your greeting message.
 - 9 – To repeat this prompt.
 - # - To exit the call.
 - During playback of a voice mail, you have these options:
 - 0 – Skip to the next message.
 - 1 – Skip to the previous message.
 - 2 - Repeat current message.
 - 3 - Delete the current message and automatically go to the next message.
 - 4 – Call back (this will trigger a call to the caller ID of the person who left the message).
 - 5 – Forward message to another extension.
 - 9 – To go to the voice mail options menu.
 - # - To hang up the call.

How do I access my voice mail from another person's extension? Dial 99999 (wait for time out) + Ext. # + PIN

Can I access my messages from an outside telephone? Yes (270) 854-0099 + 8 + Ext. # + PIN + #

- During open hours, you may call the main number and request to be transferred to extension number 99999.
- During closed hours and holidays, you may call the main number and dial extension number 99999.



East Heights Elementary School Telephone System Instructions

Dialing Codes

Dialing codes are particular key/number combinations used to access particular functions within the phone system directly from the phone.

Call Transfer

Unannounced Transfer:

- TRANSFER + BLIND + Ext. # or 9 + 10 digit telephone number + SEND

Announced Transfer:

- TRANSFER + Ext. # or 9 + 10 digit telephone number + TRANSFER

Call Pick-Up

If you hear a particular extension ringing and you know that person is not able to take the call, you can take the call by using the "Call Pick-Up" feature. To do this:

- Dial *20* + Ext. # + SEND

Voicemail (directly leave a message without the extension ringing) *4 + Ext. # + SEND

Setting Do Not Disturb OFF/ON OFF: *60 + SEND ON: *61 + SEND

Intercom *9 + Ext. # + SEND



Henderson County Board of Education Telephone System Instructions

What is the main telephone number for the HCS Board of Education? (270) 831-5000 & (270) 831-8700

What is my internal extension number? 11 + Ext. #

- Your Extension number will display on your telephone when it is idle.
- Example: The extension for the main board office phone is 11210.

Can someone call me directly from an outside telephone? Yes (270) 831-87XX

- To determine your Direct Inward Dial (DID) telephone number, follow the example below:
 - Take the last two numbers of your extension and put them in place of the red X's.
 - For example: Extension 11210 would have a Direct Inward Dial (DID) number of (270) 831-8710.

Alternately:

- During open hours, the caller may call the main number and request to be transferred to your extension number.
- During closed hours and holidays, the caller may call the main number and dial your extension number.

How do I make a telephone call? Internal: Ext. # + SEND

External: 9 + Phone Number + SEND

You may access your voice mail one of these two ways: Messages + 1 + Connect + PIN + #

Dial 99999 + SEND + PIN + #

- Your default PIN is set to 147258. You will need to change your PIN the first time you access your voice mail.
- To access your personal phone menu, enter your voicemail and choose an option below.
 - Press * to play messages.
 - Press 9 at your voice mailbox for these options:
 - 1 – To change your profile status.
 - 3 – To dial a number.
 - 4 – To delete all read messages.
 - 5 – To change your self-identification message.
 - 6 – To play mailbox information.
 - 7 – To change your voicemail PIN number.
 - 8 – To change your greeting message.
 - 9 – To repeat this prompt.
 - # - To exit the call.
 - During playback of a voice mail, you have these options:
 - 0 – Skip to the next message.
 - 1 – Skip to the previous message.
 - 2 - Repeat current message.
 - 3 - Delete the current message and automatically go to the next message.
 - 4 – Call back (this will trigger a call to the caller ID of the person who left the message).
 - 5 – Forward message to another extension.
 - 9 – To go to the voice mail options menu.
 - # - To hang up the call.

How do I access my voice mail from another person's extension? Dial 99999 (wait for time out) + Ext. # + PIN

Can I access my messages from an outside telephone? Yes (270) 854-0099 + 8 + Ext. # + PIN + #

- During open hours, you may call the main number and request to be transferred to extension number 99999.
- During closed hours and holidays, you may call the main number and dial extension number 99999.



Henderson County Board of Education Telephone System Instructions

Dialing Codes

Dialing codes are particular key/number combinations used to access particular functions within the phone system directly from the phone.

Call Transfer

Unannounced Transfer:

- TRNSFER + BLIND + Ext. # or 9 + 10 digit telephone number + SEND

Announced Transfer:

- TRNSFER + Ext. # or 9 + 10 digit telephone number + TRNSFER

Call Pick-Up

If you hear a particular extension ringing and you know that person is not able to take the call, you can take the call by using the “Call Pick-Up” feature. To do this:

- Dial *20* + Ext. # + SEND

Voicemail (directly leave a message without the extension ringing) *4 + Ext. # + SEND

Setting Do Not Disturb OFF/ON OFF: *60 + SEND ON: *61 + SEND

Intercom *9 + Ext. # + SEND



Henderson County High School Telephone System Instructions

What is the main telephone number for Henderson Co. High School? (270) 831-8800

What is my internal extension number? 2 + your old ext.

- Your extension number will display on your telephone when it is idle.
- Extensions in the central unit begin with 21. Example: ext. 1150 changes to 21150.
- Extensions in the blue unit begin with 22. Example: ext. 2020 changes to 22020.
- Extensions in the green unit begin with 23. Example: ext. 3030 changes to 23030.
- Extensions in the red unit begin with 24. Example: ext. 4040 changes to 24040.
- Extensions in the CTE unit begin with 25. Example: ext. 5054 changes to 25054.

How do I make a telephone call? Internal: Ext. # + SEND

External: 9 + Phone Number + SEND

- You can call any 5 digit extension in the district. These extensions are included in the staff directory of the district web page (on Quick Links).

You may access your voice mail one of these two ways: Messages + 1 + Connect + PIN + #

Dial 99999 + SEND + PIN + #

- Your default PIN is set to 147258. You will need to change your PIN the first time you access your voice mail.
- To access your personal phone menu, enter your voicemail and choose an option below.
 - Press * to play messages.
 - Press 9 at your voice mailbox for these options:
 - 1 – To change your profile status.
 - 3 – To dial a number.
 - 4 – To delete all read messages.
 - 5 – To change your self-identification message.
 - 6 – To play mailbox information.
 - 7 – To change your voicemail PIN number.
 - 8 – To change your greeting message.
 - 9 – To repeat this prompt.
 - # - To exit the call.
 - During playback of a voice mail, you have these options:
 - 0 – Skip to the next message.
 - 1 – Skip to the previous message.
 - 2 - Repeat current message.
 - 3 - Delete the current message and automatically go to the next message.
 - 4 – Call back (this will trigger a call to the caller ID of the person who left the message).
 - 5 – Forward message to another extension.
 - 9 – To go to the voice mail options menu.
 - # - To hang up the call.

How do I access my voice mail from another person's extension? Dial 99999 (wait for time out) + Ext. # + PIN

Can I access my messages from an outside telephone? Yes (270) 854-0099 + 8 + Ext. # + PIN + #

- During open hours, you may call the main number and request to be transferred to extension number 99999.
- During closed hours and holidays, you may call the main number and dial extension number 99999.



Henderson County High School Telephone System Instructions

Dialing Codes

Dialing codes are particular key/number combinations used to access particular functions within the phone system directly from the phone.

Call Transfer

Unannounced Transfer:

- TRANSFER + BLIND + Ext. # or 9 + 10 digit telephone number + SEND

Announced Transfer:

- TRANSFER + Ext. # or 9 + 10 digit telephone number + TRANSFER

Call Pick-Up

If you hear a particular extension ringing and you know that person is not able to take the call, you can take the call by using the "Call Pick-Up" feature. To do this:

- Dial *20* + Ext. # + SEND

Voicemail (directly leave a message without the extension ringing) *4 + Ext. # + SEND

Setting Do Not Disturb OFF/ON OFF: *60 + SEND ON: *61 + SEND

Intercom *9 + Ext. # + SEND



Jefferson Elementary School Telephone System Instructions

What is the main telephone number for Jefferson Elementary School? (270) 831-5090

What is my internal extension number? 16XXX

- Your Extension number will display on your telephone when it is idle.
- Example: The extension for the main receptionist is 16400.

How do I make a telephone call? Internal: Ext. # + SEND

You can call any 5 digit extension in the district. These extensions are included in the staff directory of the district web page (on Quick Links).

External: 9 + Phone Number + SEND

You may access your voice mail one of these two ways: Messages + 1 + Connect + PIN + #

Dial 99999 + SEND + PIN + #

- Your default PIN is set to 147258. You will need to change your PIN the first time you access your voice mail.
- To access your personal phone menu, enter your voicemail and choose an option below.
 - Press * to play messages.
 - Press 9 at your voice mailbox for these options:
 - 1 – To change your profile status.
 - 3 – To dial a number.
 - 4 – To delete all read messages.
 - 5 – To change your self-identification message.
 - 6 – To play mailbox information.
 - 7 – To change your voicemail PIN number.
 - 8 – To change your greeting message.
 - 9 – To repeat this prompt.
 - # - To exit the call.
 - During playback of a voice mail, you have these options:
 - 0 – Skip to the next message.
 - 1 – Skip to the previous message.
 - 2 - Repeat current message.
 - 3 - Delete the current message and automatically go to the next message.
 - 4 – Call back (this will trigger a call to the caller ID of the person who left the message).
 - 5 – Forward message to another extension.
 - 9 – To go to the voice mail options menu.
 - # - To hang up the call.

How do I access my voice mail from another person's extension? Dial 99999 (wait for time out) + Ext. # + PIN

Can I access my messages from an outside telephone? Yes (270) 854-0099 + 8 + Ext. # + PIN + #

- During open hours, you may call the main number and request to be transferred to extension number 99999.
- During closed hours and holidays, you may call the main number and dial extension number 99999.



Jefferson Elementary School Telephone System Instructions

Dialing Codes

Dialing codes are particular key/number combinations used to access particular functions within the phone system directly from the phone.

Call Transfer

Unannounced Transfer:

- TRNSFER + BLIND + Ext. # or 9 + 10 digit telephone number + SEND

Announced Transfer:

- TRNSFER + Ext. # or 9 + 10 digit telephone number + TRNSFER

Call Pick-Up

If you hear a particular extension ringing and you know that person is not able to take the call, you can take the call by using the “Call Pick-Up” feature. To do this:

- Dial *20* + Ext. # + SEND

Vicemail (directly leave a message without the extension ringing) *4 + Ext. # + SEND

Setting Do Not Disturb OFF/ON OFF: *60 + SEND ON: *61 + SEND

Intercom *9 + Ext. # + SEND



Niagara Elementary School Telephone System Instructions

What is the main telephone number for Niagara Elementary School? (270) 831-5142

What is my internal extension number? 17XXX

- Your Extension number will display on your telephone when it is idle.
- Example: The extension for the main receptionist is 17110.

How do I make a telephone call? Internal: Ext. # + SEND

You can call any 5 digit extension in the district. These extensions are included in the staff directory of the district web page (on Quick Links).

External: 9 + Phone Number + SEND

You may access your voice mail one of these two ways: Messages + 1 + Connect + PIN + #

Dial 99999 + SEND + PIN + #

- Your default PIN is set to 147258. You will need to change your PIN the first time you access your voice mail.
- To access your personal phone menu, enter your voicemail and choose an option below.
 - Press * to play messages.
 - Press 9 at your voice mailbox for these options:
 - 1 – To change your profile status.
 - 3 – To dial a number.
 - 4 – To delete all read messages.
 - 5 – To change your self-identification message.
 - 6 – To play mailbox information.
 - 7 – To change your voicemail PIN number.
 - 8 – To change your greeting message.
 - 9 – To repeat this prompt.
 - # - To exit the call.
 - During playback of a voice mail, you have these options:
 - 0 – Skip to the next message.
 - 1 – Skip to the previous message.
 - 2 - Repeat current message.
 - 3 - Delete the current message and automatically go to the next message.
 - 4 – Call back (this will trigger a call to the caller ID of the person who left the message).
 - 5 – Forward message to another extension.
 - 9 – To go to the voice mail options menu.
 - # - To hang up the call.

How do I access my voice mail from another person's extension? Dial 99999 (wait for time out) + Ext. # + PIN

Can I access my messages from an outside telephone? Yes (270) 854-0099 + 8 + Ext. # + PIN + #

- During open hours, you may call the main number and request to be transferred to extension number 99999.
- During closed hours and holidays, you may call the main number and dial extension number 99999.



Niagara Elementary School Telephone System Instructions

Dialing Codes

Dialing codes are particular key/number combinations used to access particular functions within the phone system directly from the phone.

Call Transfer

Unannounced Transfer:

- TRNSFER + BLIND + Ext. # or 9 + 10 digit telephone number + SEND

Announced Transfer:

- TRNSFER + Ext. # or 9 + 10 digit telephone number + TRNSFER

Call Pick-Up

If you hear a particular extension ringing and you know that person is not able to take the call, you can take the call by using the “Call Pick-Up” feature. To do this:

- Dial *20* + Ext. # + SEND

Vicemail (directly leave a message without the extension ringing) *4 + Ext. # + SEND

Setting Do Not Disturb OFF/ON OFF: *60 + SEND ON: *61 + SEND

Intercom *9 + Ext. # + SEND



North Middle School Telephone System Instructions

What is the main telephone number for North Middle School? (270) 831-5060 & (270) 854-06XX

What is my internal extension number? 26XXX

- Your Extension number will display on your telephone when it is idle.
- Example: The extension for the main receptionist is 26171.

Can someone call me directly from an outside telephone? Yes (270) 854-06XX

- You will receive the DID phone numbers on a separate sheet.
Alternately:
- During open hours, the caller may call the main number and request to be transferred to your extension number.
- During closed hours and holidays, the caller may call the main number and dial your extension number.

How do I make a telephone call? Internal: Ext. # + SEND

External: 9 + Phone Number + SEND

You may access your voice mail one of these two ways: Messages + 1 + Connect + PIN + #

Dial 99999 + SEND + PIN + #

- Your default PIN is set to 147258. You will need to change your PIN the first time you access your voice mail.
- To access your personal phone menu, enter your voicemail and choose an option below.
 - Press * to play messages.
 - Press 9 at your voice mailbox for these options:
 - 1 – To change your profile status.
 - 3 – To dial a number.
 - 4 – To delete all read messages.
 - 5 – To change your self-identification message.
 - 6 – To play mailbox information.
 - 7 – To change your voicemail PIN number.
 - 8 – To change your greeting message.
 - 9 – To repeat this prompt.
 - # - To exit the call.
 - During playback of a voice mail, you have these options:
 - 0 – Skip to the next message.
 - 1 – Skip to the previous message.
 - 2 - Repeat current message.
 - 3 - Delete the current message and automatically go to the next message.
 - 4 – Call back (this will trigger a call to the caller ID of the person who left the message).
 - 5 – Forward message to another extension.
 - 9 – To go to the voice mail options menu.
 - # - To hang up the call.

How do I access my voice mail from another person's extension? Dial 99999 (wait for time out) + Ext. # + PIN

Can I access my messages from an outside telephone? Yes (270) 854-0099 + 8 + Ext. # + PIN + #

- During open hours, you may call the main number and request to be transferred to extension number 99999.
- During closed hours and holidays, you may call the main number and dial extension number 99999.



North Middle School Telephone System Instructions

Dialing Codes

Dialing codes are particular key/number combinations used to access particular functions within the phone system directly from the phone.

Call Transfer

Unannounced Transfer:

- TRNSFER + BLIND + Ext. # or 9 + 10 digit telephone number + SEND

Announced Transfer:

- TRNSFER + Ext. # or 9 + 10 digit telephone number + TRNSFER

Call Pick-Up

If you hear a particular extension ringing and you know that person is not able to take the call, you can take the call by using the “Call Pick-Up” feature. To do this:

- Dial *20* + Ext. # + SEND

Voicemail (directly leave a message without the extension ringing) *4 + Ext. # + SEND

Setting Do Not Disturb OFF/ON OFF: *60 + SEND ON: *61 + SEND

Intercom *9 + Ext. # + SEND



South Heights Elementary School Telephone System Instructions

What is the main telephone number for South Heights Elementary School? (270) 831-5081

What is my internal extension number? 18XXX

- Your Extension number will display on your telephone when it is idle.
- Example: The extension for the main receptionist is 18100.

How do I make a telephone call? Internal: Ext. # + SEND

You can call any 5 digit extension in the district. These extensions are included in the staff directory of the district web page (on Quick Links).

External: 9 + Phone Number + SEND

You may access your voice mail one of these two ways: Messages + 1 + Connect + PIN + #
Dial 99999 + SEND + PIN + #

- Your default PIN is set to 147258. You will need to change your PIN the first time you access your voice mail.
- To access your personal phone menu, enter your voicemail and choose an option below.
 - Press * to play messages.
 - Press 9 at your voice mailbox for these options:
 - 1 – To change your profile status.
 - 3 – To dial a number.
 - 4 – To delete all read messages.
 - 5 – To change your self-identification message.
 - 6 – To play mailbox information.
 - 7 – To change your voicemail PIN number.
 - 8 – To change your greeting message.
 - 9 – To repeat this prompt.
 - # - To exit the call.
 - During playback of a voice mail, you have these options:
 - 0 – Skip to the next message.
 - 1 – Skip to the previous message.
 - 2 - Repeat current message.
 - 3 - Delete the current message and automatically go to the next message.
 - 4 – Call back (this will trigger a call to the caller ID of the person who left the message).
 - 5 – Forward message to another extension.
 - 9 – To go to the voice mail options menu.
 - # - To hang up the call.

How do I access my voice mail from another person's extension? Dial 99999 (wait for time out) + Ext. # + PIN

Can I access my messages from an outside telephone? Yes (270) 854-0099 + 8 + Ext. # + PIN + #

- During open hours, you may call the main number and request to be transferred to extension number 99999.
- During closed hours and holidays, you may call the main number and dial extension number 99999.



South Heights Elementary School Telephone System Instructions

Dialing Codes

Dialing codes are particular key/number combinations used to access particular functions within the phone system directly from the phone.

Call Transfer

Unannounced Transfer:

- TRNSFER + BLIND + Ext. # or 9 + 10 digit telephone number + SEND

Announced Transfer:

- TRNSFER + Ext. # or 9 + 10 digit telephone number + TRNSFER

Call Pick-Up

If you hear a particular extension ringing and you know that person is not able to take the call, you can take the call by using the "Call Pick-Up" feature. To do this:

- Dial *20* + Ext. # + SEND

Voicemail (directly leave a message without the extension ringing) *4 + Ext. # + SEND

Setting Do Not Disturb OFF/ON OFF: *60 + SEND ON: *61 + SEND

Intercom *9 + Ext. # + SEND



South Middle School Telephone System Instructions

What is the main telephone number for South Middle School? (270) 831-5050 & (270) 854-0750

What is my internal extension number? 27XXX

- Your Extension number will display on your telephone when it is idle.
- Example: The extension for the main receptionist is 27102.

Can someone call me directly from an outside telephone? Yes (270) 854-07XX

- You will receive the DID phone numbers on a separate sheet.
Alternately:
- During open hours, the caller may call the main number and request to be transferred to your extension number.
- During closed hours and holidays, the caller may call the main number and dial your extension number.

How do I make a telephone call? Internal: Ext. # + SEND

External: 9 + Phone Number + SEND

You may access your voice mail one of these two ways: Messages + 1 + Connect + PIN + #

Dial 99999 + SEND + PIN + #

- Your default PIN is set to 147258. You will need to change your PIN the first time you access your voice mail.
- To access your personal phone menu, enter your voicemail and choose an option below.
 - Press * to play messages.
 - Press 9 at your voice mailbox for these options:
 - 1 – To change your profile status.
 - 3 – To dial a number.
 - 4 – To delete all read messages.
 - 5 – To change your self-identification message.
 - 6 – To play mailbox information.
 - 7 – To change your voicemail PIN number.
 - 8 – To change your greeting message.
 - 9 – To repeat this prompt.
 - # - To exit the call.
 - During playback of a voice mail, you have these options:
 - 0 – Skip to the next message.
 - 1 – Skip to the previous message.
 - 2 - Repeat current message.
 - 3 - Delete the current message and automatically go to the next message.
 - 4 – Call back (this will trigger a call to the caller ID of the person who left the message).
 - 5 – Forward message to another extension.
 - 9 – To go to the voice mail options menu.
 - # - To hang up the call.

How do I access my voice mail from another person's extension? Dial 99999 (wait for time out) + Ext. # + PIN

Can I access my messages from an outside telephone? Yes (270) 854-0099 + 8 + Ext. # + PIN + #

- During open hours, you may call the main number and request to be transferred to extension number 99999.
- During closed hours and holidays, you may call the main number and dial extension number 99999.



South Middle School Telephone System Instructions

Dialing Codes

Dialing codes are particular key/number combinations used to access particular functions within the phone system directly from the phone.

Call Transfer

Unannounced Transfer:

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- Dial *20* + Ext. # + SEND

Voicemail (directly leave a message without the extension ringing) *4 + Ext. # + SEND

Setting Do Not Disturb OFF/ON OFF: *60 + SEND ON: *61 + SEND

Intercom *9 + Ext. # + SEND