

# AVAYA VoIP TELEPHONE GUIDE

**Phone/Room #:** Used to Call a Room (In-school distribution ONLY)

**Voice Mail #:** Used to leave a voice message for a staff member.

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## VoiceMail

### SETUP 1st Time ONLY - Create VoiceMail Access Code & Record Name

Dial \*17

Enter your VOICEMAIL EXTENSION

Press # and # again (to enter Password Code)

Enter NEW Password Code (6 Digit Number)\*\*\*make up your own

Press #

Press 1

RECORD/SPEAK: **FIRST NAME LAST NAME**

Press 1

Press #

### VoiceMail from School



Press VoiceMail Button and follow prompts

Staff with dedicated telephone numbers/telephones: Press the [Message] button for VoiceMail.

### VoiceMail from Home Phone or Cell

Check Email or Dial 508.358.3800 and follow the prompts.

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## MAKING CALLS

### Make an Outside Call

Dial 7 + 1 + Number

### Make an Internal Call (Happy Hollow, Loker & High School ONLY)

Dial 4 digit Phone/Room number

### Emergency - Police

Dial 7-911 (911 works, but 7-911 describes your location better if you have a direct line.)

### Emergency Paging/ALL Call Code (ALICE)

**\*77** - Middle School

**\*74** - ALL Other Schools

Speak your message (Goes to EVERY Phone Speaker in School)



<b>Transfer a Call</b> Press TRANSFER Soft-Key Dial extension or outside telephone # Hang Up or Press TRANSFER	<b>Transfer Call to VoiceMail</b> Press TRANSFER Key Press # Dial Extension Click Voicemail Button Follow the prompts
<b>Place Call on Hold</b> Press the HOLD Soft-Key Press blinking green light to remove from HOLD	<b>Place Call on PARK</b> Press PARK Key (LED next to PARK will flash) PARK 1 or PARK 2 Any user can pick up call

### Conference Call

Press CONFERENCE [CONF] Soft-Key  
Dial the next number (outside number or extension)  
Press [CONF] Soft-Key  
Use DROP to remove caller from Conference