

# Victor Central Schools

## Telephone Cheat Sheet

### Making a Call

Internal:

- Dial 4-digit extension number.

External:


- Dial 8 plus the telephone number

### Pick up Ringing Call from another location

- Lift handset
- Dial \*\*3
- Dial 4-digit extension of ringing phone

### Transferring a caller directly to VM


With caller on the phone:

- Press the Voicemail key 
- Enter the appropriate 4-digit extension number
- Hang up

### Check your voicemail from outside

- Call 924-3252
- Press # key (wait for system to start saying "Welcome to the Message Center")
- Press \* and enter your 4-digit mailbox number
- Enter your passcode when system prompts you

### Managing your Voicemail

- Pickup your handset, you should hear a dial tone
- Press the Voicemail Key  or dial 7500
- The system will respond with "Hello mailbox XXXX, please enter your passcode" [See \* Notation below if you were informed that you share an extension]
- Enter your passcode (**first passcode is same as your extension number**)

#### Listen to messages:

Press 7 to play

Press 7 to re-start message

Press 2 to answer

Press 3 to discard

Press 4 to forward

Press 7 to save

#### Playback options:

Press \* to backup 5 seconds

Press # to fast forward 5 seconds

Press 8 to skip message

Press 1 to pause 30 seconds

(press any key to restart)

#### Change your greeting:

Press 8 for User Options

Press 4 for Primary Greeting

Press 5 to listen to Primary Greeting

Press 7 to record Primary Greeting

Press 9 to save and exit

Press 4 for Extended Absence Greeting

Press 5 to listen to Extended Absence Greeting

Press 7 to record Extended Absence Greeting

Press 3 to enable/disable Extended Absence Greeting

#### Change your passcode:

Press 8 for User Options

Press 7 for Passcode

Enter new passcode

#### Change your recorded name:

Press 8 for User Options

Press 6 for Name

Press 5 to listen to your name

Press 7 to record your name

Press 9 to save and exit

\*If you were informed you share an extension, all individual mailbox numbers are in the range of 1601 through 1699. When you press the voicemail key, the system will respond with "Press 1 for mailbox 16XX or press 2 for mailbox 16XX, etc." Please press the single digit corresponding to the mailbox number you were provided. When prompted, enter your passcode. The first passcode will be the same as your mailbox number.

NOTE: If you call someone and want to by-pass their greeting, press the 1 key (this will not work when their extended absence greeting is turned on).