

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

Note-You will need to change to a new 4-10 digit passcode and then you will be prompted to change your name and greeting. Remember, if you want your passcode less than 10 digits, you need to press the # key.

Change your recorded name:

- Press 8 for User Options
- Press 0 for Name
 - Press 5 to listen to your name
 - Press 7 to record your name
 - Press 9 or # 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).