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The new phone system will be fully operational on May 2, 2019. The extension numbers are **not** changing; however, the features and how the phone operates will change. Additionally, the voicemail system is changing, so please check all existing messages prior to Thursday morning.

To reach the front office, dial 40400, 40411, or 40599. (*Dialing zero will now ring the switchboard operator at IAKSS.*) There is also a speed-dial button to the office on the top left corner of the telephone display marked "Hotline".
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Attached is a reference sheet for setting up your new voice mailbox the first time. **Please use this sheet and setup your voice-mailbox before the end of the day on May 2.** If you experience difficulty, call 40356 for assistance.

Training for the teachers will take place during planning periods on Thursday, May 2 in the conference room.

To check your new voice mailbox away from the building, please do the following:

- Dial 381-4400. Once you hear the greeting start,
- **Press 8** ... From there you simply enter your 5-digit mailbox number and # and password #, the same as checking it from your desk phone.