



OWOSSO SCHOOLS CLASSROOM PHONE QUICK REFERENCE GUIDE

Log In

- 9** Lift the Handset
- 8** Dial *10
Select *
Enter Extension
Select #
Password (Ext or after set up Vmail Pass)
Select #

MAKE A CALL

- 9** Lift the Handset
- 8** Dial the prefix for external calls (8)
Dial the number with area code
- 4** Press the programmed Redial Key

ANSWER A CALL

- 9** Lift the Handset

END A CALL

- 9** Replace the handset

PLACE A CALL ON HOLD

- 4** Press the Programmed HOLD key
The LED next to held line number will flash

RETRIEVE A CALL FROM HOLD

- 5** Press the flashing line key

RETRIEVE A MESSAGE

- 9** Lift the handset
- 8** Press Programmed Voicemail key
Follow the prompts to retrieve your message

TRANSFER A CALL

- 4** Press the Programmed Transfer Key
Then Dial the transfer destination number
- 9** Hang up when you hear ringing or wait for an answer, announce the call, and then hang up

ADJUST HANDSET

- 9** Lift the handset
- 7** Press Volume Up or Volume Down repeatedly
Speaker volume is changed if a paging call is playing

ADJUST RINGER VOLUME

- 7** Press volume up or volume down repeatedly while ringing

Log Out

- 9** Lift the Handset
- 8** Dial *10
Select #
Logout



You do not need to dial 8 to call 911
 All phones can dial 911 at anytime
 All external calls must use 10 digit number(989-723-****)
 Authorization codes are no longer needed
 External calls to classrooms will go to voice mail during school hours
 Phone must be logged in to receive calls