

Phone Extensions

We have heard from many of you that the phone ringers are now going off in your classroom. After looking into the problem I have found that whenever electrical power is cut to the phone system (building power shut down, electrical storm, power lines down) it will result in resetting the phone system to the default setting of ringers "on" in each classroom. Then each phone needs to be reprogrammed back to the ringer "off" setting (which is not a quick and easy task).

I have been in contact with AT&T, Lucent Technology, and Cincinnati Bell and over the past several weeks I think we have come up with a solution to the problem. I have gone in and programmed each phone to accept a "Do Not Disturb" command. This will send all calls directly to your voice mail. To activate this command on your phone, do the following:

- Pick up the receiver
- Press # 0 1 (POUND then ZERO then ONE)
- Hang up the receiver

I have programmed the systems that when it sees these buttons pressed to activate the "Do Not Disturb" function on the phone it was done from. To deactivate the setting, do the following:

- Pick up the receiver
- Press # 0 1 (POUND then ZERO then ONE)
- Hang up the receiver

The only way to test if the "Do Not Disturb" function is activated is to call the extension in question and see if it rings or goes straight to voice mail. If it rings - then the "Do Not Disturb" function is turned off. If it goes straight to voice mail and does not ring in the classroom then the "Do Not Disturb" function is turned on.

You will now have the ability to turn the feature "on" and "off" in your classroom. So if your phone is ringing, perform the above steps to turn it off. If you are expecting a call after school you can turn the "Do Not Disturb" feature off and have calls transferred to your room.

On the subject of calls transferred to your room..... another feature I have been able to setup is a call transfer system. When a person calling into our district dials the

641-2020 number or the 482-7111 number and they get the recording they can push the * T keys (asterisk T or 8) and be prompted to enter the 3 digit extension "followed by the # (pound) sign" they would like to be connected to. This feature will transfer the call directly to the phone extension specified.