

Using the Phone

- Once your **Personal Phone Number** is displayed on the phone, you can now begin making calls and checking voicemail from the phone.
- To make calls within the District, you only need to dial the *LAST 5* digits of a staff members **Personal Phone Number**.
- To fax a document within the District, you also only need to dial the *LAST 5* digits of the fax number.

Using the Phone (Cont.)

- To make calls Outside the District, you must first dial the number 5 and then the rest of the phone number.
 - Note: Your **Personal Phone Number** must be on the phone, NOT a **Classroom Extension**.