



**Cisco IP Phone Material – 7912 phones**  
**Main Building Numbers Remain Unchanged**  
**The district now uses a 5 digit extension number –**  
**The 1<sup>st</sup> 2 digits reflect the building number**

<b>Building</b>	<b>Prefix</b>	<b>Direct Number</b>
<b>High School</b>	<b>10</b>	<b>845-794-8840</b>
<b>Middle School</b>	<b>20</b>	<b>845-796-3058</b>
<b>Rutherford</b>	<b>30</b>	<b>845-794-4240</b>
<b>Cooke</b>	<b>40</b>	<b>845-794-8830</b>
<b>Chase</b>	<b>50</b>	<b>845-888-2471</b>
<b>Duggan</b>	<b>60</b>	<b>845-583-5390</b>
<b>Administration</b>	<b>70</b>	<b>845-794-7700</b>
<b>Transportation</b>	<b>72</b>	<b>845-794-8570</b>
<b>Plant Operations</b>	<b>76</b>	<b>845-794-7289</b>
<b>St. John Street</b>	<b>74</b>	<b>845-794-9430</b>
<b>PPS</b>	<b>78</b>	<b>845-794-0128</b>

**There are some standards in the numbering scheme:**

<b>Main office</b>	<b>900</b>
<b>Principal</b>	<b>910</b>
<b>Asst. Principal</b>	<b>920</b>
<b>Nurse</b>	<b>940</b>
<b>Guidance</b>	<b>950</b>
<b>Kitchen</b>	<b>970</b>
<b>Media Center</b>	<b>980</b>

**For example: to call the high school main office dial 10900, the middle school main office would be 20900 and so on.**

**To Place a call:**

- Lift the handset and dial the number. (You must dial an 8 to dial an outside line).

**To Answer a call:**

- Lift the handset.

**To End a call:**

- Hang up the handset.

**To place a call on Hold:**

- During an active call, press the **Hold** button.(It will light red.)
- To return to the call press the **Hold** button again.
- If you have multiple calls on hold, press the **NAVIGATION** button to select the desired call before you press **Resume**.

**To Redial the most recently dialed number:**

- Lift the handset and press the **Redial** soft key, or simply press the **Redial** soft key to activate the speakerphone.

**To Mute a call:**

- Press the **MONITOR** button. The
- To turn off mute, press **MONITOR** again.

**Call transfer:**

- During a call press the **Transfer** soft key. This places the call on hold.
- Dial the number or office extension to which you want to transfer the call.
- When it rings on the other end, press **Transfer** again. Or, when the party answers, announce the call and then press **Transfer**.

**To Park a call.**

- During an active call, press the **More** soft key until you see the **Park** soft key.
- Press **Park**. The LCD screen displays the special call park number at which the call is stored.
- Make a note of the call park number, then hang up. The call is parked at that number, allowing you to retrieve it from another phone. The numbers will range from 70600 to 70609.
- To retrieve the parked call from any phone in the Cisco CallManager system, dial the call park number at which the call is parked.

**Placing a Conference Call:**

- During a call, press the **More** soft key and then the **Confrn** soft key. Doing so automatically activates a new line and puts the first party on hold.
- Place a call to another number or extension.
- When the call connects, press **Confrn** again to add the new party to the conference call.
- Repeat these steps to add parties to the conference call.

**To Access Voice Mail internally:**

- Dial extension **1111**.
- Press \* key.
- Enter your ID (your 5 digit voice mail extension). Press #
- Enter your **PASSWORD**. (The default password is **845845**.) Press #

**To Access Voice Mail externally:**

- Call **845-796-5050**
- Press **1** to access your mailbox
- Follow the voice instructions