



**Cisco IP Phone Material – 7960 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). or
- Press a line button and dial the number. or
- Press the **SPEAKER** button and dial the number. or
- Press the **NewCall** soft key and dial the number

**To Answer a call:**

- Lift the handset. or
- Press the line button associated with the call. or
- Press the **Answer** soft key. or
- Press the **SPEAKER** button.

**To End a call:**

- Hang up the handset. or
- Press the **SPEAKER** button. or
- Press the **EndCall** soft key.

**To place a call on Hold:**

- During an active call, press the **Hold** soft key.
- To return to the call press the **Resume** soft key.
- 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 **MUTE** button. The **MUTE** button automatically lights, indicating that the calling party cannot hear you.
- To turn off mute, press **MUTE** again (or lift the handset).

**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.

**Call Pickup:**

- Press any available **line** button on your Cisco IP Phone.
- Press the **More** soft key.
- Press the **PickUp** soft key. The call now rings on your phone.
- Answer the incoming call.

### **Forwarding Calls:**

- Press the **CFwdAll** soft key. You should hear two beeps.
- Enter the number to which you want to forward all of your calls, exactly as you would if you were placing a call to that number. (After you enter the number, an animated phone icon with a flashing right arrow appears in the upper-right corner of the LCD screen. The LCD screen also displays a message confirming the number or extension to which your calls are being forwarded).
- To cancel call forwarding, press the **CFwdAll** soft key.

### **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.

### **Using the Directories Button:**

- Press the **Directories** button.
- Use the Navigation button to select the desired directory from the Directories menu, then press the **Select** softkey.
- Enter the search criteria to retrieve a record.
- To place a call from any directory, use the Navigation button to select the record, then press the **Dial** softkey.
- Press the **Exit** softkey twice to exit the Directory menu.

### **To Access Voice Mail internally if you have voice mail associated with a phone:**

- To set up and access voice mail, press the **Messages** button on your Cisco IP Phone and follow the voice instructions.
- The default password is **845845**.
- Your Cisco IP Phone indicates that you have one or more new voice mail messages by providing the following cues:
  - The red light on your handset remains lit.
  - A flashing envelope icon displays next to the appropriate line appearance on the LCD screen.
  - A text message on the LCD screen is displayed.

### **To Access Voice Mail internally if you are not at your phone:**

- Dial extension **11111**.
- 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
- Press **2** to administer auto attendant greetings
- Follow the voice instructions