

# Placing and Receiving Calls

Training Modules:

## To Place a Call with in the District:

**i** Only NISD Network phone users can dial a four digit extension to call one another within the new district phone system. All other extensions on the old phone system will need to be dialed as an "outside call".

1. Lift the Handset and dial the four digit extension.
2. Press the NewCall soft key and dial the extension. Pick up the Handset for the person at the other end to hear you. (This phone has a speaker, but no microphone).

## To Place a Call Outside the District:

1. Lift the Handset, dial 9 and then the number.
2. Press the NewCall soft key, dial 9 and then the number. Pick up the Handset for the person at the other end to hear you. (This phone has a speaker, but no microphone).

## To Receive a Call:

**i** Within a campus, classroom phones can be reached by dialing the four digit extension. Most classroom for extensions are between 3100 and 3499.

Outside of a campus, classroom phones can be reached by calling the campus main number or by calling an Auto Attendant number. The Auto Attendant number bypasses the Main Office. Each campus will be assigned a unique phone number that will be answered by this recording. For more information about Auto Attendant, please select the Frequently Asked Questions under Training Modules.

1. The phone number calling you, or the NISD Network phone user name and extension, will appear on your LCD screen.
2. Pick up the handset to answer the call.
3. Select the Monitor soft key to listen to a call on the speaker.
4. Select the End Call soft key to end the current connection or replace the handset to the cradle.

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