Phones

## <u>Setup</u>

The Ethernet (internet) cable goes from the wall port into this port on the back of the phone.

> The other cable goes from this icon on the phone into the computer. DO NOT REVERSE THESE

## Troubshooting

- Not turning on-
  - Change Ethernet ports- There is only ONE port per classroom that will work.
- Not receiving calls-
  - Make sure Do Not Disturb (DND) button has been pressed.
  - CONFIG message- work order is needed; email tech contact
- Voicemail-
  - To leave a voicemail, dial the voicemail # directly. (The system does not automatically send you to VM if someone doesn't pick up.)
  - Only give parents the voicemail number