

Latrobe School District  
**ALLWORX TELEPHONE SYSTEM**

August 2016



### CALL ANOTHER EXTENSION

Dial the extension number

### CALL AN OUTSIDE LINE

Dial 9 + phone number

### ACCESS YOUR VOICEMAIL

#### Audio Method

1. Press **\*404**
2. Follow audio prompts
3. Use Voicemail Shortcut keys on Allworx Reference Card, or listed below.

#### Visual Method

1. Press the Messages button under the view screen of any handset
2. If your extension number is displayed, press the OK softkey
3. If another extension is displayed, press the Clear softkey, then enter your extension
4. Enter your PIN
5. Use the buttons on the right side of the view screen to manage messages
6. Note: Voicemail Shortcut keys don't work using this method.

#### From off campus:

1. Call in to 677-0260 and press **\*404** when you hear the main greeting
2. Enter your extension number and PIN
3. Follow the audio prompts to manage your messages

### INITIALIZE YOUR EXTENSION

1. Access the Allworx Message Center by pressing **\*404** from any handset, or by calling in to 677-0260 and pressing **\*404** when you hear the main greeting.
2. Enter temporary PIN of 0000
3. Follow the prompts to change your password.
4. Press 4 to change your Message Center System Settings
5. Press 2 to record your name, follow prompts
6. Press 3 to record default greeting (greeting 0), follow prompts

### TRANSFER A CALL

To an Extension: With the caller on the line, press Transfer, dial the extension number, press Transfer again

To Voicemail: With the caller on the line, press Transfer, dial the voicemail number, press Transfer again.

### LISTENING TO MESSAGES – shortcuts *(only works when accessing VM with \*404, otherwise follow visual prompts on telephone screen)*

- |   |                                |
|---|--------------------------------|
| *2 Forward message (to an Extension or a Voicemail) | *7 Rewind message 10 seconds   |
| *3 Delete message                                   | *8 Fast Forward message 10 sec |
| *4 Replay message                                   | *# Skip to the end of message  |
| *6 Play Next message                                |                                |