

Have questions? Try these how-to's.



How do I find a number

- Press the button marked "directories"
- Press 4 for "Corporate Directory" or use the Arrow buttons in the middle of the phone to scroll down until "Corporate Directory" is highlighted and then press select
- Under "First Name"
You may input either the position (for campuses) or the last name of individual (for administration)
On the campus level, all inquiries are by positions not names.
- Under "Last Name"
You may input the first four letters of the campus or dept. name

Example 1: I want to look up the attendance clerk for DD Hachar. I would Type:

First Name-----Atte
last Name-----Hach
then press search
Highlight name, then press dial

Example 2: I want to look up Casey King from Technology. I would Type:

First Name-----King
Last Name-----Tech
then press search
highlight name, then press dial

- Points to Ponder

High Schools are by Initials LBJ, USHS, UHS, JBA,

Schools with the same name should be interred with the corresponding grade level

Example: Clark Elementary ----- CLARE

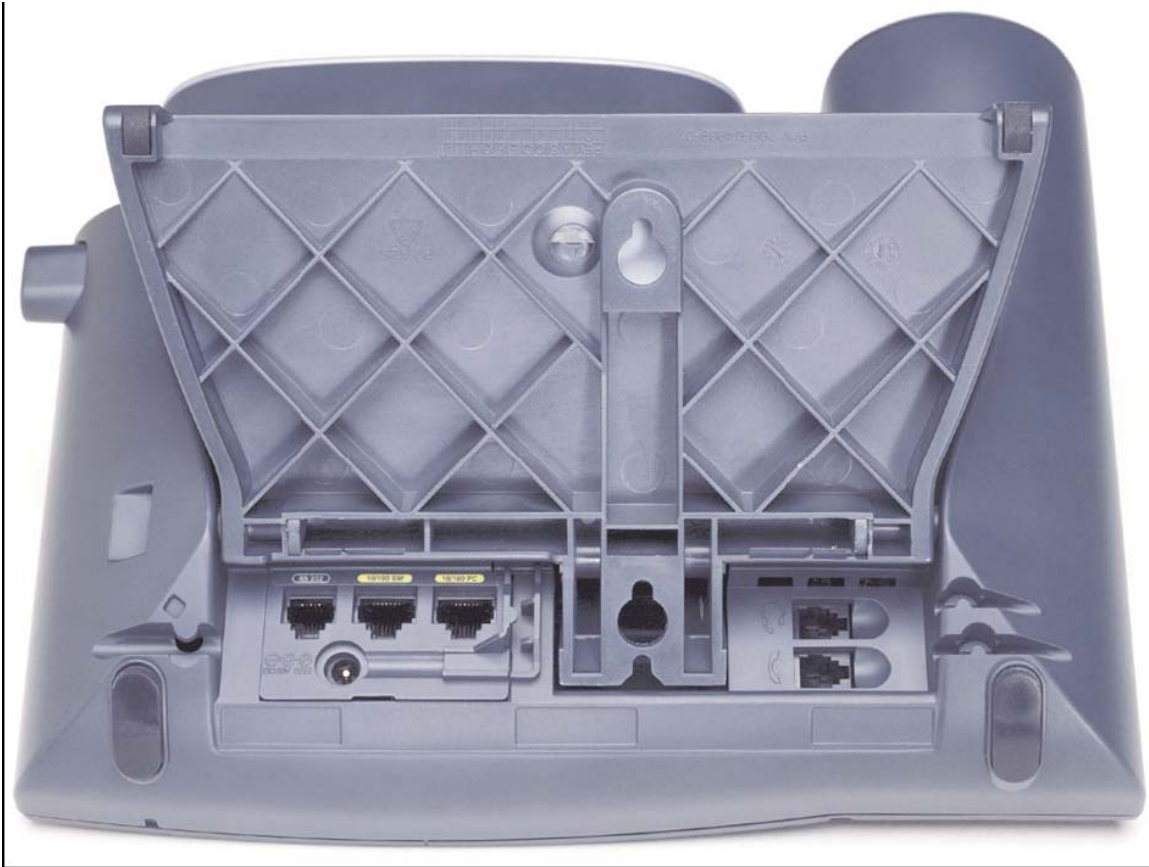
Clark Middle-----CLARM

Schools with no apparent last name

United middle-----unitm
United South Middle--unitsm



How do I connect my phone?



DC adaptor port (DC48V) for phones not provided with inline power

Access port (10/100 PC) for connecting your phone to your computer

Network port (10/100 SW) for connecting to the network (plugs into the wall)



How do I change my password?

- Contact me at cking@uisd.net and I will be happy to enable password modification for your mailbox



How do I set up my voice mail for the first time?

- Lift the handset.
- Press the button marked "Messages" located at the bottom right corner of the dark keys. You can also dial 5299 to get to the voice mail program.
- When voice mail answers, you will be asked to enter your password

Administrator passwords are set to 12345

Classroom passwords are set to 123 + the room number

Portable classrooms are set to 12345

- From there simply follow the directions as addressed to you from the automated voice prompt (it is much like setting up your cell phone voice mail).

For more detailed instructions please go to following address:

https://172.31.2.10/ccmuser/locales/English_United_States/PhoneOnlineGuide/7960/iph60pdf.pdf

You may cut and past the preceding address to the address bar of your internet explorer.