

FOR EMERGENCIES: DIAL 9 + 911

To call any extensions at any Westbrook School District location:

- Dial the 4-Digit Extension Number

To make all outside calls (including Local, Long Distance, and Toll Free):

- Dial 9 + 1 + (area code) + (phone number)

To transfer a call:

- Press the "Transfer" key once
- Dial the extension you wish to transfer to
- Press "Transfer" key again for immediate transfer, or wait to announce caller, then hit "Transfer" key

To transfer call directly to Voice Mail:

- Press the "Transfer" key once
- Press the "XFER to VOICE MAIL" key once
- Press "1" as indicated by the prompt
- Dial the extension you wish to transfer to
- Press the "Transfer" key again

Using the Directory to place a call to any extension:

- Press the "DIRECTORY" key
- Using the number keypad, start typing the LAST NAME of the person you wish to call
- The system will start to display potential matches on the screen
- You can also use the UP & DOWN arrows to scroll through names at any time
- Once the desired name is on the screen, press the "DIAL" key