

MEMORANDUM

TO: All SBAB

FROM: INFORMATION TECHNOLOGY SERVICES (ITS)

SUBJECT: **FTAA – FORWARDING OF PHONES**

On Friday, November 7, 2003, the Superintendent sent a memorandum notifying employees that the School Board Administration Building (SBAB) complex will be closed for business on Tuesday, November 18, and Wednesday, November 19, due to the Free Trade Area of the Americas Conference (FTAA). Employees normally assigned to the SBAB complex will be assigned to alternate worksites. ITS is recommending that non-essential personnel record a message on voicemail that will provide the calling party an informative message and the number where you may be reached.

In order for employees to receive their calls at the alternate work site, their telephone will need to be forwarded.

Call forwarding your phone extension from within the "995" exchange:

- Pick up the handset and wait for the dial tone
- Press *22
- When you hear the dial tone, enter the 4 digit extension you would like the calls forwarded to
- Hang up the receiver to complete the forwarding process

To disable the forwarding feature, pick up your handset and press #22. This will enable all your calls back to your phone set.

Call forwarding outside the "995" exchange:

- Due to security concerns, ITS strongly recommends against forwarding calls outside the "995" exchange.
- ITS recommends that you record a message on your audix voice mail box that will provide the calling party an informative message and the number where you may be reached.

Instructions For Recording Audix Messages

- DIAL 2000
- ENTER Extension Number
- PRESS Pound Sign (#)
- ENTER Password for the extension
- PRESS Pound Sign (#)

- PRESS Option 3 – To administer personal greeting (message)
- PRESS 1 – To create, change or delete a greeting (message)
- ENTER Greeting Number to be recorded (This will usually be 1,
but can be 2 or 3)

- PRESS 1 – To record the message
- PRESS 1 – To review message after recording
- PRESS Pound (#) to activate the recording

Additional information regarding the FTAA Conference is available at: <http://www.dadeschools.net/ftaa/>. This site will be updated as new information becomes available.

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).