

FEATURE: CALLING

SAANICH SCHOOL'S NEW PHONE SYSTEM

MAKING PHONE CALLS

Please note: You must press the button below **Dial** on the screen (bottom right corner) to complete your calling.

BY EXTENSION

You can call any person, school or room with an extension in the school district by entering it on the keypad of the phone and pressing the button below **Dial** on the screen.

BY DIRECTORY

You can get a list of **people** and **schools** with extensions:

1. By pressing the button below **Contacts** on the screen of the phone. Scroll or use the **search** feature
2. Or, press the button next to **Directory** on the screen. Dial the first letters of their name and listen to the options.
3. Or, through the **portal** by going to **Contacts** and choosing **Directory**

While you can dial any classroom via their extension, they are not listed in the directory system. Typically, a classroom extension is the two-digit school code, followed by the three-digit room number. In some cases, due to overlap, it may be different, so it is good to confirm before calling.

CALLING OUTSIDE THE DISTRICT

To call a number outside the district, dial the 10-digit number (no need for a leading 9) and press the button below **Dial** on the screen.

CALLS ACROSS THE DISTRICT

This phone system spans our entire school district. To make best use of the system you should always call using the **local extensions** of the other schools or people.

To call the office for any school, the extension is 9XX10 where XX is the two-digit school code.