


Phone Info for Staff and Faculty

From: Originally from Bruno Navasky; modified by Steve Bergen 12/23/07

You can find a list of phone extensions on the Web by going to our main Web site at www.thechildrensstorefront.org and then clicking on SITE MAP and then FACULTY. Remember that a shortcut to our Web site is to type www.cstorefront.org!



The Children's Storefront School • 212-427-7900 •
Staff Extensions 2007-2

	Extension	Position
Tracy Abramson	332	Head Teacher, Grade 4
Lonnie Barnes	235	Business Office Associate
Steve Bergen	221	CIO & Computer Teacher
Victor Berg	410	Assistant to the Head of School

HOW TO ACCESS OR MODIFY FROM HOME

- Dial our main number: 212-427-7900
- Dial your extension and you will hear the temporary message that I have put there for you.
- To make changes, call the main number PRESS THE STAR BUTTON TWICE.
- Until you change the password, I have made it the same as your extension.
- Now you can modify the NAME ANNOUNCEMENT and PERSONAL GREETING.
- These two can be confusing. The NAME ANNOUNCEMENT is short and is what other colleagues will hear when they dial you. The PERSONAL GREETING is the long one and contains whatever you want outsiders to hear when they call you, including perhaps your e-mail address if you want them to have that.

GUIDELINES FOR PHONE USE

- Check voicemail at least twice daily.
- Delete messages once you've heard them. (Messages older than 30 days will be deleted automatically.)
- Route incoming calls to voicemail when teaching.
- Students may call home only from a school office, with teacher permission.
- Please remember to be respectful of others when leaving voicemail messages.
- **Personal long distance calls must be made with your own calling card.**

TO TRANSFER A CALL

- Press the transfer button.
- Dial the extension of the receiving phone.
- Press the transfer button again.

TO CONFERENCE A CALL

- Dial the first person to be conferenced.
- Press the conference button.
- Dial the second person to be conferenced.
- Press the conference button.
- Repeat to include up to four people.

TO SET UP AND LISTEN TO YOUR VOICEMAIL

- Press the purple button labeled "MSG."
- Press the star button on the dial pad and dial your extension number.
- You will be asked to do three things:
- Record a NAME ANNOUNCEMENT (short)
- Record your PERSONAL GREETING (long)
- Choose a password.
- When the lamp next to the "MSG" button lights up, it means you have received a message.
- To check your voice mail, press the purple "MSG" button, star, and your extension number.

ROUTE CALLS TO VOICEMAIL DURING CLASS

- Press "FWD MAIL." The lamp next to the button lights, and calls go direct to voicemail.
- Press the same button again to turn off voicemail forwarding when your class is over.

TO MAKE AN OUTSIDE CALL

- To make an outside call, dial 9 + 1 + area code + your number. You can dial local, toll-free long distance calls, and calling-card calls from any phone in the school. Once you hear the tone, you will need to type in the CODE given to you by Victor.

NEED MORE HELP?

- Please e-mail me at sbergen@cstorefront.org or call me on my cell at 781-953-9699. I am fine if you call me after hours or on weekends.

