Operator Quick Reference Card

For Questions Please Contact, Shaunna Wood: 218-336-8700 ext. 1205

DULUTH PUBLIC SCHOOLS, ISD709
OPERATOR TELEPHONE ACCESS

System Phone Number: (218) 461-4437
Help Desk Phone Number: (218) 336-8700 ext. 1059
Web Browser URL: https://duluth.eschoolsolutions.com

ID__________________________ PIN__________________________

System Calling Times to Substitutes

<table>
<thead>
<tr>
<th>Week Day</th>
<th>Today’s Jobs</th>
<th>Future Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>Starts at 06:00 a.m. – 12:00 p.m.</td>
<td>4:00 p.m. – 9:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Sunday</td>
<td>None</td>
<td>3:00 p.m. – 9:30 p.m.</td>
</tr>
<tr>
<td>Holidays</td>
<td>None</td>
<td>3:00 p.m. – 9:30 p.m.</td>
</tr>
</tbody>
</table>

Operator Menu
Enter Access ID, followed by the star (*) key.
Enter PIN, followed by the star (*) key. Listen to announcements.

1. Create Absences
2. Report a Vacancy
3. Review/Cancel/Modify Jobs
4. Hear Job Counts
5. Record System Voicing
6. Record Announcements
7. Modify PIN
9. Exit

Operator Menu
Enter Access ID, followed by the star (*) key.
Enter PIN, followed by the star (*) key. Listen to announcements.

Refer to the Administrators Quick Reference Card for the other Telephone options.

5. Record System Voicing, press 1. Exit, press 9
Enter the ID for the recording followed by the star (*) key.
Note: The ID for the System Voicing can be found in System Operations / Telephone Voicing
System plays current voicing for the ID (if any) or “not voiced.”
1. Re-record
9. Exit

1. Re-record
Record after the tone. Press the star (*) key when done. Note: The recording can include the name and code
Hear the voicing
1. Accept
2. Re-record
9. Exit

2. Enter announcement to delete (from list) followed by (*) star key.
1. Correct
2. Hear more announcements
9. Exit to menu options (without deleting)

1. Record
To record an announcement in [English] press 1*
To record an announcement in [French] press 2*
To record an announcement in [Spanish] press 3*
To exit, press
Record announcement followed by the star (*) key.
1. Accept
2. Re-record
9. Exit to menu options (without recording)
*if multiple languages are configured.

2, 3, 4, 5, 6
1. To record announcement
2. To delete announcement

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