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EAST ALLEGHENY SCHOOL DISTRICT

JR./SR. HIGH SCHOOL INTERSCHOOL
PHONE SYSTEM INSTRUCTIONS

TO: Administrative, Professional and Support Staff
FROM: Comunale Electronics/Ro-Cel Electronics
DATE: September 28, 1992
REF: New Interschool Telephone System and Administrative
Telephone System

The following information is provided to assist in the initial operations of the newly installed Interschool Telephone System and the Administrative (external) Telephone System.

This new system will provide communications from classroom to classroom, from the office to classrooms and visa-versa, from outside lines to classrooms (via telephone operator) and from classrooms to outside restricted lines.

James Comunale, Pat Riley, Bob Habovick will demonstrate the use of the systems and will assist with any questions you may have.

Mr. Eugene Marraccini, Business Manager is the primary administrative contact person should you have any inquiries, problems or suggestions regarding the systems. Mr. Marraccini can be contacted on extension 13 in the Business Office.

OPERATION PROCEDURES

INTERSCHOOL TELEPHONE/INTERCOM/PUBLIC ADDRESS SYSTEM

Accessing the interschool telephones and public address system from the Administrative Telephone System requires the use of the [IC/PA] button.

(Note: "PLUS" = Wait for the next dial tone)

1. Classroom telephone to classroom telephone:

Dial the desired three digit code that corresponds with the room number/person you want. Example: dial [102] to be connected to room 102.

2. Classroom telephone to administrative telephone:

Dial [8], "PLUS", dial the two digit intercom number. Example: Dial [36] to be connected to Athletic Director.

3. Classroom telephone to Outside Line:

Dial [8], "PLUS", dial [86], "PLUS" then [6] and local outside telephone number. The lines are restricted to area code 412. If you desire to make a long distance call

4. Outside line to Classroom telephone:

Outside calls to the school will be answered first by the telephone receptionist or secretarial staff. Call can not be made directly to the classroom telephones.

Telephone operator will notify designated personnel of a incoming telephone call, personnel will then pick up handset and they will be connected to outside party.

5. Hold, Transfer and Conference Calls:

To utilize these features, depress the hookflash button:

- A. Placing a call on HOLD: Hookflash places call on HOLD, to reconnect the call, hit hookflash again.
- B. To TRANSFER a Call: Hit hookflash, dial the three digit code of the room you desire, the third party is notified by speaker and picks up telephone handset.
- C. Placing a CONFERENCE Call: Perform TRANSFER procedure above with a hookflash after each dialed number (Ensure all participants to stay on line), after all parties are connected, commence with the conversation.

EAST ALLEGHENY SCHOOL DISTRICT



Serving the communities of North Versailles, East McKeesport, Wilmerding and Wall.

TELEPHONE/INTERCOM DIRECTORY

<u>EXTENSION</u>	<u>PERSONNEL</u>	<u>DESIGNATION</u>
<u>DISTRICT OFFICE</u>		
2	Mrs. Gillis	
10	Mrs. Otterman	Receptionist
11	Dr. Napolitan	Superintendent
12	Ms. Gillis	Superintendent's Sec.
13	Mr. Eugene Marraccini	Business Manager
14	Dr. Serrapere	Asst. Superintendent
15	Dr. Tomich	Pupil Personnel
16	Mr. Nick Muro	Public Relations
17	Ms. Toni Valicenti	Asst. Business Manager
18	Mrs. Gleeson	Payroll Secretary
19	Mrs. Markoff	Secretary
20	Mrs. Steliga	Bookkeeper
21	Mrs. Karas	Secretary
22	Dr. Milke	Psychologist
23	Ms. Vehec	Secretary
24	Secretary	Federal Programs
25	Food Service Director	Cafeteria
26	Mr. Harper	Maintenance
27	Mr. Rugh	Maintenance
28	Mr. Blizman	Supervisor
29	Mr. Duncan	Maintenance
30	Mr. Antimary	Maintenance

HIGH SCHOOL OFFICE

31		Receptionist
32	Dr. Carroll	Principal
33	Ms. Snyder	Asst. Principal
34	Mrs. Labuda	Secretary
35	Ms. Feo	Secretary
36	Mr. Trautwine	Athletic Director
37	Staff Rm. 135B	Guidance
38	Mr. Potanko	Guidance
39	Mr. Graziano	Guidance
40	Mrs. Harper	Data Center
41	Mrs. Popovic	Nurse
42	High School Rm. 1350	Conference Room

East Allegheny School District
Administrative Office
1150 Jacks Run Road
North Versailles, PA. 15137 - 2797
Phone: (412) 824 - 8012
Fax: (412) 824 - 1062



EUGENE J. MARRACCINI
Business Manager/ Controller

Green Valley
1073 97317

**EAST ALLEGHENY HIGH SCHOOL
 INTERSCHOOL PHONE DIRECTORY
 1994-1995**

ROOM NUMBER	TELEPHONE NO.	ROOM NUMBER	TELEPHONE NO.
100	100	205	205
101	101	205 IP WOOD & WARGO	305
101 C SAP	301	206	206
102	102	207	207
103	103	208	208
104	104	209	209
105	105	210	210
106	106	211	211
106 TCH LOUNGE (1ST)	306	212 TCH LOUNGE (2ND)	312
106 IP SOCIAL STUDY	307	212	212
106 YEAR BOOK ROOM	308	213	213
107	107	213 IP	313
108	108	214	214
109	109	214 IP	314
110	110	215	215
111	111	216	216
112	112	217	217
113	113	218	218
114	114	219	219
115	115	220	220
116 A	116	222	222
116 B	316	224 PLANITARIUM	224
117	117		
118	118		
118 IP ENGLISH	318		
119	119		
120	120	GYM #1 BIG GYM	456
121	121	GYM #2 SMALL GYM	457
122	122	GYM #3 WEIGHT ROOM	458
123 A	123	BOYS LOCKER ROOM	459
123 B	323	GIRLS LOCKER ROOM	460
124	124	POOL (47) or	461
125	125	BAND ROOM	462
126	126	CHORUS ROOM	463
128	128	LIBRARY	465
129	129	TRAINING ROOM	493
130 WOOD SHOP	130	LOADING DOCK	494
131	131	RESTAURANT	495
132	132	GRAPHICS	496
133	133	COMPUTER ROOM (LBR)	500
136 B VIDEO	464	COMPUTER ROOM (LBO)	501
200 C MR. CORNYN	300	DISTRICT STORAGE	502
200	200	ENGINES (B25)	503
201	201	MUSIC DEPT. - BESWARICK	504
201 COMPUTER SAULA	506	PHOTO LAB (B26)	505
202	202		
203	203		
204	204		

2 Digit ext. = 8 + ext.

PLEASE REFER TO ROOM ROSTER FOR TIME AND ROOM LOCATION OF STAFF MEMBER

GREEN VALLEY SCHOOL - 673-9737
 WESTINGHOUSE SCHOOL - 824-8950

DISTRICT OFFICE - 824-8012