

## VOICE MAIL Setup & Access

To Set up Mailbox: Pick up handset and dial 299. Dial your personal ID (9 & your voice mailbox number). Immediately you will hear a tutorial which is a step by step mailbox setup. Then you will be asked to record your name, record your greeting, and select a security code. At the end of the tutorial you have to press 1=YES to confirm your new mailbox. If you would like to start from the beginning press 2=NO. We all will use a security code (3 to 10 digits).

REMEMBER: To check messages from inside, press 299, enter security code (3 to 10 digits). To check messages from outside, dial the direct number for VOICE MAIL (524-7146) When VOICE MAIL answers enter your PERSONAL ID, which is a 9 plus your voice mailbox number.

### While listening to a message, you can press:

- \* To skip the message and save it as new.
- # To repeat the entire message.
- 1 To advance to the end of the message.
- 2 To redirect and/or archive (save) the message.
- 4 To decrease speed of the playback.
- 5 To change volume.
- 6 To increase speed of the playback.
- 7 To repeat the previous 3 seconds of the message.
- 8 To pause message playback
- 9 To advance 3 seconds within the message.

Those of you that only have a button with your "800" numbered mailbox, you will dial 299 to access your mailbox.  
Those of you that "own" your phone & have the same mailbox as exten. will just press the voice mail button.

**Quick Direct Transfers to voice mail for Secretaries: Ext. # followed by 9**

### While listening to a message, you can press 3 to use quick messaging features:

- 34 Reply (\*\* This is only for internal messages from another staff member)
- 35 Check next message
- 36 Delete
- 37 Archive
- 38 Hear when the message was sent
- 39 Redirect or forward to another person
- 30 Save as new
- 3# Repeat the message

These options will be repeated without the 3 at the conclusion of the message.

Press the # to go back to the main greeting, or \* to back up to the main menu.

To check messages from another telephone inside of school that is not 'owned' by someone:

1. DIAL THE VOICE MAIL ACCESS CODE, 299
2. DIAL YOUR PERSONAL ID (9 & voice mailbox number)
3. YOU WILL THEN BE ASKED FOR YOUR SECURITY CODE

**To Access from outside school - Dial 524-7146 & enter 9 followed by your extension.**