

Setting up Voicemail

Please follow the directions below. Do not use the 'Messages' button on your phone!



1. From any IP phone, dial the last 4-digits of the districts main phone number 8200.
2. When the school's voice recording starts, press the * key.
3. Enter your voice mail box 4-digit extension as the ID and press #
4. The default pin/password is #####
This will enable you to personalize your Voice Mailbox.
5. Next will be a prompt to record your Recorded Name. This should be your name only. Your greeting will be recorded later.
6. Next will be the prompt to record your greeting for your callers. This is the message your callers will hear.
7. Next will be a prompt to change your password. Please reset your password so that it is no longer the default.

Congratulations! Your Voice Mailbox is now ready to use.