

BASIC VOICE MAIL INSTRUCTIONS

Set Up Your Voice Mail On the New System

1. Dial Ext. 1499 or 986-1499.
2. Enter # and wait until you hear "Welcome to the message center".
3. Enter your mailbox number followed by the * key.
4. When prompted for your pass code enter: 1111.
5. The tutorial will prompt you to change your pass code-the system is programmed to require a unique pass code (your mailbox number or a simple series such as 1234 will not be accepted).
6. The tutorial will prompt you to record your greeting.
7. The tutorial will prompt you to record your name-there is a limited amount of recording time—say your name quickly.
8. Continue listening to the remainder of the tutorial—when it confirms your pass code and announces your message count, press the "X" (9) key to exit then system and then hang up.
9. If you exit early, none of your information will be saved and you will have to start over at step 1.

Access Your Active Voice Mailbox

1. From your own district telephone extension:
 - a. Dial 3333.
 - b. Listen for your name and enter your personal pass code when prompted.
2. From another district telephone extension:
 - a. Dial 3333
 - b. If the system announces a number or name, press the * key; if not, skip this step.
 - c. Enter your mailbox number followed by the * key.
3. From outside the district:
 - a. Dial 986-3333.
 - b. Enter your mailbox number followed by the * key.
 - c. Listen for your name and enter your personal pass code when prompted.

Check messages on your voice mailbox

1. Access your voice mailbox (one of the methods listed above).
2. System will announce the number of messages in the mailbox.
3. Press the "P" (7) key to play messages.
4. Listen to the prompt for options (deleting, keeping, etc.)
5. Press the "X" (9) key to exit the system.