

VOICE MAIL INSTRUCTIONS

High School, District Office, Transportation and Elementary Schools

Before setting up your voice mail:

- 1) Decide what you want your security code to be (must be 4-10 digits long).
- 2) Decide what you want to say for your recorded message (you might want to write it down).

There are three choices of greetings: Standard Greeting, Alternate Greeting (like for vacations), and Busy Greeting.

Standard Greeting: If you choose to, you can have your standard greeting as your only greeting. In this case, your greeting should be very generic.

Example: "Hello, this is Tweety Bird. I am unable to take your call at this time. Please leave a message."

Alternate Greeting: This greeting can be used when you are going to be away for extended periods of time, etc..

Example: "Hello, this is Porky Pig. I will be out of the office until Monday, the 10th."

Busy Greeting: This greeting is used when your phone is busy.

Example: "Hello, this is Speedy Gonzalas. I am on the phone right now. Please leave a message."

Again, you are not required to use all three greetings. The automated voice mail wizard will walk you through all of these choices and you always have the option of changing your settings and/or recordings at any time.

TO SET UP YOUR VOICE MAIL:

- Either pick up the handset or push the speaker button.
- Dial 190
- You will be asked to enter a security code.
- Enter 0000 (this only works the very first time - you will be asked to set a different code).
- You will be asked to create a security code, state your name and record your message.
- When recording your message please include your name and/or department.
- After you have completed the voice mail wizard, you may hang up.
- FINAL STEP -- with the handset down, push speaker, *, 2, 190, speaker. This tells the system to forward all busy and unanswered calls to your voice mail. **This step MUST be done before any calls will go to your voice mail!**

TO CHECK YOUR VOICE MAIL FROM YOUR PHONE:

- When you have a message, the message light on top of the phone will be on and the display will say "New Msg". (*For Elementary Schools Only --- the only indication you will have that there are messages is a stutter dial tone. There will be no light or display.*)
- If you have a "VM" button on your phone, you can just push this button and it will dial the voice mail box for you.
- If you do not have a "VM" button, pick up the handset or push the speaker button
- Dial 190 -- a voice will ask you for your security code. (This is the code you set up during the wizard.)

TO CHECK YOUR VOICE MAIL FROM HOME:

- Dial 367-7190
- When the voice mail attendant answers, enter your ID number (this is a 9 and your extension number, such as 9106).
- Enter your security code when prompted.

TO FORWARD ALL CALLS TO YOUR VOICE MAIL:

- **If you have a "CFA" button:** push speaker, CFA, 190, speaker. The CFA button will light up red to let you know that your calls are forwarded.
- To cancel CFA using this method, push speaker, CFA, *, speaker.
- **If you do not have a "CFA" button:** push speaker, *, 3, 190, speaker.
- To cancel CFA using this method, push speaker, *, *, 3, speaker.