USING YOUR VOICE MAIL ****Please note that if you are in a room where voice mail is currently set up for another teacher you will need to follow the directions under Creating/Changing Your Name that Callers Hear**

Instructions for Initializing a New Voice Mailbox
• Call voice mail by dialing 111
• Enter your extension number and press #
• When prompted for a password press # (or try 2 4 6 8 if it is not a new mailbox)
• Press 1 to record your first and last name. (Note: this step is not recording a personal greeting.) after recording your name, press 1. Press # to approve or 1 to rerecord.
• Password must now be at least 3 digits (maximum 8 digits). Enter a new password and press #. Re-enter your new password and press #. When these two entries match, voice mail will say "changed", give the status of a new message and prompt you to select an activity from the main menu.

Creating a Personal Greeting for Callers to Hear
• Call voice mail by dialing 111
• Enter your extension number and press #
• Enter your password (as setup in the above instructions).
• At the main activity menu, press 3 1 2 1 (you can listen to the instructions after each number) and record a personal greeting. When finished recording, press 1 2 3 to review, * D (* 3) to delete and record, or # to approve.
• Press 1 to activate the personal greeting (this overrides the system greeting). Press # to return to the activity menu.

Creating/Changing Your Name that Callers Hear
• Call voice mail by dialing 111 • enter your extension number and # • enter your password
• At the main activity menu, press 5
•   At the next menu press 5 again
•   The system will tell you when to speak your name
•   Press 1, when finished recording your name
•   You will then be prompted to approve your name, delete your name or re-record your name

Changing Your Password
• Call voice mail by dialing 111 • enter your extension number and # • enter your password
• At the main activity menu, press 5
•   At the next menu press 4, to change your password
•   Enter your new password and the # sign
•   Re-enter your new password and the # sign

Retrieving & Deleting Voice Mail Messages
• Call voice mail by dialing 111
• Enter your extension number and press #
• Enter your password (as setup in the above instructions)
• To get messages press 2
• To listen to the message press 0
• To **delete** the message after listening to it press star "*" then "D" (the number 3)