

Basic Voice Mail Instructions 8/08

Your secretary can provide a more detailed instruction sheet.

You can access your voicemail from any district phone by dialing 6700 or any phone outside the district by dialing 526-6700.

The system will guide you through the processes.

Please personalize your voice mailbox for good PR.

Record your **External Greeting** (what the outside world hears) **Internal Greeting** (what others on the same system hear) and **Name** (what a person making an express message delivery hears).

Enter your Voice Mailbox

Lift Receiver, Dial 6700 or press Message button

Dial your **Mailbox** number then #

Dial your **Password** then # (Default Pass = 1+ Mailbox number)

Press 84 to change your password

Press # to return to voice mailbox

Press 82 to record your **Internal** and **External Greetings**

Press 4 to return to voice mailbox

Press 829 to record your **Name**

Press 4 to return to voice mailbox

Press 2 to skip to Start of Message

Press 6 to go to the Next Message or to toggle to the end or start of voice-mail

Press 76 to delete a message before going to the next message

To quickly empty an old mailbox: Press 276, 276, 276... repeat until empty

Press 76 to restore a deleted message while reviewing it during that same session

To make an express message delivery directly to someone's voice-mailbox simply lift handset and dial 6701

To forward your phone to voicemail forward to 6700