

Setting up your Voice Mail Box.

If you are a new teacher, have changed rooms since the new phone system was installed last year, or have not set up your voice mail box, please follow the instructions below.

To set up your voice mail box:

1. Press **Feature 981** (or open VM mailbox)
2. Press **0000** (your temporary password) then press #
3. Choose a new password (four to eight digits long) that does not start with 0. Enter this new password and press #. You will have to enter password again for verification, press #.
4. At the tone, record your first and last name.
5. Press **admin** (or 8)
6. Press **greet** (or 2)
7. Press **record** (or 1)
8. Press **prime** (or 1)
9. Press **yes** (or 1) to record your greeting
10. At the tone, record your greeting, press # to end your greeting, and press # again to save your greeting.

If you have already recorded a greeting and want to **change greeting or password after mailbox has been setup:**

1. Press **Feature 981**
2. Enter your password, then press #
3. Press **admin** (or 8)
4. Follow the voice prompts

I hope this will make it easy for you to set up your voice mail. It is very important that your voice mail feature is working. Also, please remember to delete a message once it has been listened to. Your voice mail box needs to be cleaned regularly, as each mailbox holds 15 minutes worth of messages. This may seem like a lot, but just a few messages can take that time, and possibly cause you to miss a message that is important.