

VOICE MAILBOX SETUP

Use Any Phone on Campus to Setup Your Voice Mailbox

- Lift the handset and dial **555**.
- When the auto attendant answers, press **#**.
- Dial your **mailbox number** when prompted.
- Enter your **password** when prompted

The default password is the same number as your mailbox.

You have now entered the voice mail system and will receive a voiced tutorial to walk you through the following steps:

1. Password Setup:

- Your **password** can be **4** to **15** digits in length, but cannot start with **0**. You will input this every time you access your voice mailbox.

2. Record Your Personal Greeting:

- Example: "Hi, This is Jane Jackson and you've reached my voice mail. I am currently unavailable to take your call. Please leave me a message at the tone and I'll return your call as soon as possible. If you need immediate assistance, press 0 to return to the operator."

3. Record Your Name Prompt:

- Example: "Jane Jackson"

When Leaving a Message for Another Mailbox You May:

- Avoid listening to the recipient's whole greeting by pressing **#**.
- This will immediately give you the record tone.

To Exit From Your Mailbox

- Press **#** for each level of the menu you are in, or simply hang up.

To Change Your Personal Greeting

- Access your mailbox
- Press **4** for mailbox options menu.
- Press **1** for record greeting menu.
- Press **1** To **change** your personal greeting.
- To **review** the current greeting Press **1**.
- To **record** a new greeting Press **2**.
- Record a greeting and press **#**
- To **accept** the greeting Press **1**.

GENERAL VOICE MAIL ACCESS

Access Your Mailbox from any Phone on Campus

- Lift the handset and dial **555**.
- When the auto attendant answers, press **#**.
- Dial your **mailbox number** when prompted.
- Enter your **password** when prompted.

Access Your Mailbox when Off-Campus

- Call your **auto attendant** telephone number: **457-8454**.
- When the auto attendant answers, press **#**.
- Dial your **mailbox number** when prompted.
- Enter your **password** when prompted.

Accessing Your Mailbox when Your Message Key is Flashing

- From a digital phone lift the handset and press the message key.
- From a standard phone lift the handset and dial **519**.
- Enter your **password** when prompted.

Transfer an Outside Caller to a Co-Worker's Mailbox

- While on an outside call:
 - Press the **FLASH / TRAN** key.
 - Dial **#** + the co-worker's **mailbox number** and **Hang up**.

Record a Message in a Co-Worker's Mailbox

- Lift the handset and dial **#**
- Enter the co-workers mailbox number.
- Press **#** to skip greeting and start recording message.

Replying to a message

- From the message menu or while listening to a message Press **5**.
- **Reply** to the sender Press **1**.
- **Reply** to all recipients Press **2**

While Listening to Messages You May:

- **Save** the message, Press 1.
- **Delete** the message, Press 2.
- **Review** the whole message, Press 3.
- **Back-up** the message, Press 7.
- **Fast-forward** the message, Press 9.
- **Pause** the message, Press 8.
- Receive the **time and date** the message was left for you, Press 6.
- **Skip** to the next message, Press *.

JENISON PUBLIC SCHOOLS



Voice Mail User's Guide