

Before you can use your Voice Mail, there are a few simple steps that you need to do to set it up. The first step is to record your name.

1. With handset on hook, dial **563**.
2. Dial 1.
3. Lift handset.
4. To record your name, press #.
5. Speak your first and last name and press #.
6. Replace handset.

The next step is to record your Personal Greeting.

1. Press the **Callback** button or **dial 440 from a classroom phone**.
2. When prompted, enter your password. Your password by default is 1234.
3. Lift Handset.
4. Dial 8.
5. Dial 1.
6. Dial 7.
7. Enter Greeting Number 1-9 (Normally 1)
8. Record your greeting. (Remember to speak slowly and clearly.)
9. Press #.
10. Replace handset.

An example of your personal greeting would be: "You have reached the office of _____. I am sorry, but I am either away from my desk or on the phone. Please leave me your name, telephone number and a brief message and I will return your call as soon as possible. Thank you."

The final step is to change your password.

1. Press TRANS/PGM
2. Dial 33
3. Enter your current password. Your password by default is 1234.
4. Press OK
5. Enter new password.
6. Press OK.

Your Voice mail is now ready to use.

For Digital Phones:

To call the phone in a room: Lift handset, dial room number.

To page a room, Press ITCM, dial room number

To make an all call page, press ITCM, dial #110

To page only in High School, press ITCM #111

To page only in Elementary, press ITCM #112

For Classroom Phones:

To record your name in the voice mail from a classroom phone, dial 563, press 1, follow prompts.

To access voice mail from a classroom phone, dial 440, then follow prompts.

To call another classroom from a classroom phone, lift handset, dial room number.