



Voicemail

From your phone

1. Press the message button 
2. You will hear "Enter your pin followed by # key"
3. Enter **12345#**
 - ❖ If you hit the * key instead of the #, it will ask you for your ID. Your ID is your extension number.
4. The attendant will walk you through setup of your voicemail, name recording and new pin

From another Extension ~ not your own

1. Press the message button 
2. Hit the * key. You will hear "Enter your ID number followed by the # key". Your ID number is your extension number
3. You will hear "Enter your pin followed by # key"
4. Enter **12345#**
5. The attendant will walk you through setup of your voicemail, name recording and new pin.

From outside the district

1. Dial you phone number
2. Wait for the voicemail message to begin playing
3. Press the * key
4. You will hear "Enter your ID number followed by the # key". The ID number is your extension number.
5. You will hear "Enter your pin number followed by the # key". The pin is your passcode
6. Follow the attendant's prompts to check your voice mail.
 - ❖ If the attendant's message is "You have 2 saved messages" this means you do not have any new messages.