

Setting Up Your Voice Mail (First Time Only)

For Staff that has an assigned Phone/Room:

To Record Name:

1. Lift Handset.
2. Press the **Voice Mail** key **or Dial 300**.
3. Enter your Personal Security Code.
(The default code is 0000).
4. Press 7 for Setup Options.
5. Press 7 for Personal Options.
6. Press 5 for Recorded Name.
7. Press 1 to change Recorded Name.
8. Record Name and press *.
9. Press 2 for No.
10. Hang Up.

To Record Greeting:

1. Lift Handset.
2. Press the **Voice Mail** key **or Dial 300**.
3. Enter your Personal Security Code.
(The default code is 0000).
4. Press 7 for Setup Options.
5. Press 4 for Greetings.
6. Press 6 to edit Standard Greeting.
7. Press 1 to Record Standard Greeting
8. Record Greeting and press *.
9. Record Name and press * to accept.
10. Press 2 for No.
11. Hang Up.

For Staff that does not have an assigned Phone/Room:

To Record Name:

1. Lift Handset.
2. Press the **Voice Mail** key **or Dial 300**.
3. Press the # key.
4. Press 9.
5. Enter your Extension.
6. Enter your Personal Security Code.
(The default code is 0000).
7. Press 7 for Setup Options.
8. Press 7 for Personal Options.
9. Press 5 for Recorded Name.
10. Press 1 to change Recorded Name.
11. Record Name and press *.
12. Press 2 for No.
13. Hang Up.

To Record Greeting:

1. Lift Handset.
2. Press the **Voice Mail** key **or Dial 300**.
3. Press the # key.
4. Press 9.
5. Enter your Extension.
6. Enter your Personal Security Code.
(The default code is 0000).
7. Press 7 for Setup Options.
8. Press 4 for Greetings.
9. Press 6 to edit Standard Greeting.
10. Press 1 to Record Standard Greeting
11. Record Greeting and press *.
12. Record Name and press * to accept.
13. Press 2 for No.
14. Hang Up.

To Change your Personal Security Code

1. Lift Handset.
2. Press the **Voice Mail** key or **Dial 300**.
3. Enter your Personal Security Code.
(The default code is 0000).
4. Press 7 for Setup Options.
5. Press 7 for Personal Options.
6. Press 4 to change Security Code
7. Enter a new code and press *.
8. Re-enter new code and press *.
9. Hang Up.

To Receive Messages from your Own Phone

1. Lift Handset.
2. Press the **Voice Mail** key or **Dial 300**.
3. Enter your Personal Security Code.
4. Follow Prompts.

** Note: Press 1 for Yes and 2 for No.*

To Retrieve Messages from another Phone

1. Lift Handset.
2. Press the **Voice Mail** key or **Dial 300**.
3. Press the # key.
4. Press 9.
5. Enter your Extension.
6. Enter your Personal Security Code.
7. Follow Prompts.

** Note: Press 1 for Yes and 2 for No.*

To Pick Up a Parked Call

1. Lift Handset.
2. Press the **Pick Up** key.
3. Press the number (1, 2, or 3) that the call was parked in.

To Retrieve Messages from Outside of School

1. Dial CMS or CHS main number. (If after hours, dial any school)
2. When you hear the recorded greeting.
3. Press the # key.
4. Press 9.
5. Enter your Extension.
6. Enter your Personal Security Code.
(The default code is 0000).
7. Follow Prompts.

** Note: Press 1 for Yes and 2 for No.*

To Leave a Message for a Colleague

1. Access your voice mail.
2. Press 5.
3. You will be asked to enter the subscriber's name.
You can alternate between name and extension by pressing # twice.
4. Record your message at the beep.
5. Enter 2 until you hear the name of the subscriber you want, then enter 1.
6. Record your message at the beep.
7. Press # to start over or * to stop recording.

To Make an Outside Call from a Room Phone

1. Lift Handset.
2. Press the **Outgoing** key or **Dial 9**.
3. Press *.
4. Enter your Access Code.
(Last 4 digits of your Social Security #)
5. Press *.
6. Dial 9.
7. Dial the phone number you need to call.