

## TO SET UP A VOICEMAIL BOX

Your new voice mail box number is the extension of your phone and is displayed on your phone's display. It is generally a 5-digit number beginning with 2.

**Before it is fully functional, you must set a passcode and record your name and general greetings.**

Below you'll find some help in working through the process. You may wish to read through this before proceeding.

During your initial setup, you will be asked to change three things:

Your ***security code*** (your choice of a four digit number)

Your ***name greeting*** (ex. "Lenny DaVinci")

Your ***general greeting*** (ex. "You've reached the voicemail for Lenny DaVinci. Please leave your name, number, and a brief message, and I will get back to you as soon as possible. Thank you.")


Although the voice prompts will walk you through the process during the initial set up, below is a brief description of what should take place.

- 1) Dial 9000 from your extension (or press the button preconfigured on your phone for voicemail).
- 2) When prompted for your passcode, use the last four digits of your extension as your *initial passcode* (ex. If your extension is 25310, you would use 5310).
- 3) Follow the voice prompts for the rest of your initial setup.
- 4) For your *name greeting*, record your **first and last name only** followed by the # key
- 5) Listen to your recording. Press 2 when you are ready to accept it (press 1 to rerecord as often as necessary)
- 6) Follow the prompts to record a *general greeting* message, followed by the # key.
- 7) Listen to your recording. Press 2 when you are ready to accept it (press 1 to rerecord as often as necessary)
- 8) Once you have accepted your general greeting message, you may hang up the phone.

*You'll only need to do this once, however if for any reason you wish to change your passcode, name greeting, or general greeting, you can do so by dialing 9000 and choosing option 6 from the 1-on-1 menu.*

## RETRIEVING YOUR VOICEMAIL

Listening to your voicemail messages can be done several ways:

1. Use the instructions outlined in the Quick Start Guide for your phone.
2. Press the  button which has been configured to take you directly to Voicemail (9000).
3. Dial 9000.
4. Use the TEC Web interface from the Staff Menu on our website or click:  
<https://tec.access-k12.org/tec/frmLogin.php>