



Voicemail Reference Guide

Here is some general information on your new voicemail box. Your mailbox number is the same as your telephone extension. All security codes are set to the default of 0000 (four zeros). When you have new messages in your mailbox, your program light will be lit. Follow the instructions below for changes to your mailbox configuration.

Accessing your mailbox from your own extension:

1. Lift up the handset on your telephone.
2. Select the **PROG** key.
3. Enter your security code. You have now accessed your mailbox.
4. Resume with **checking your messages** below.

Creating/Changing your personal greeting:

1. Access your mailbox.
2. Select **3** for Phone manager menu.
3. Select **1** for Personal options menu.
4. Select **3** for record a personal greeting
5. Select **2** to start recording, record your greeting after the beep.
6. When finished recording, select **2** again to stop recording.
7. You may now select **6** to review your greeting, **4** to discard and re-record or **5** to save the greeting.

Creating/Changing your name:

1. Access your mailbox. (Use one of the methods listed above)
2. Select **3** for Phone manager menu.
3. Select **1** for Personal options menu.
4. Select **5** for record your name.
5. Select **2** to start recording then record your name.
6. When finished recording select **2** again to stop recording.
7. You may now select **6** to review your name, **4** to discard and re-record or **5** to save the greeting.

Creating/Changing your security code:

1. Access your mailbox.
2. Select **3** for Phone manager menu.
3. Select **1** for Personal options menu.
4. Select **4** for change security code.
5. Enter new security code followed by the # key.
6. The system will prompt you to select **1** to accept or **9** to re-enter security code.



Accessing your mailbox from an extension other than your own:

1. From any extension in the district, dial **436**.
2. Select the **# key** then enter your mailbox number.
3. Enter your security code. You have now accessed your mailbox.
4. Resume with **checking your messages** below.

Accessing your mailbox from outside the district:

1. From any touch tone phone call 763-785-5577.
2. Select the **# key** then enter your mailbox number.
3. Enter your security code. You have now accessed your mailbox.
4. Resume with **checking your messages** below.

Checking your messages:

1. Access your mailbox using a method from above.
2. The system will prompt you if you have new messages. Select **1** to listen to new messages. Select **5** for saved messages.
3. After listening to messages you have the option to review **6**, save **5** or discard **4**. Select one of these options. To skip the message and go on to the next select **7**.

Quick Tips:

1. Selecting the * will always back you up one step.
2. You can choose the **# key** for additional help. This will then prompt all functions.
3. Messages are retained for 60 days. After 60 days they are automatically erased.

NOTES
