

ACCESS YOUR VOICEMAIL

The Default Security Code is 0000

From Within the District:

Dial 58000 or **Press the Message Key**. You will be asked to enter your Security Code.

- If this is your personal phone with the same number as your voice mail box,
 - Enter your **Security Code**.
- If this phone number is **NOT** the same as your voice mail box number,
 - **Press ***(even though you are not given the option)
 - **Press #** (to access your mailbox)
 - Enter your **Voice Mailbox Number**,
 - Enter your **Security Code**.

From Outside the District:

Dial 415-8000.

- **Press #** to access your Voice Mailbox.
 - Enter your **Voice Mailbox Number**
 - Enter your **Security Code**.
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ACCESS YOUR VOICEMAIL – *When you Share a Phone Extension, but have your own voicemail box.*

The Default Security Code is 0000

From Within the District:

Dial 58000

- Enter your **Voice Mailbox Number (5 digits)**
- Enter your **Security Code**

From Outside the District:

Dial 415-8045.

- **Press #** to access your Voice Mailbox.
- Enter your **Voice Mailbox Number**
- Enter your **Security Code**

TO CHANGE YOUR SECURITY CODE

- ACCESS YOUR MAILBOX
- **Press 4**, for Phone Manager Options.
- **Press 1**, for Personal Options.
- **Press 4**, to change your Security Code.
- Enter your new **Security Code** (4 to 15 digits) then **Press #**.

The system will have you verify your new password entered and save it if correct.

TO RECORD/CHANGE YOUR RECORDED NAME

- ACCESS YOUR MAILBOX
- **Press 4**, for Phone Manager Options.
- **Press 1**, for Personal Options.
- **Press 5**, to record Your Name.
- **Press 2**, then record your first/last name,
- **Press 2** to stop recording.

The system will give you options to review or re-record, if correct, Press 5 key to Save.

TO CHANGE/RECORD YOUR PERSONAL GREETING

- ACCESS YOUR MAILBOX
- **Press 4**, for Personal Manager Options.
- **Press 1**, for Personal Options.
- **Press 3**, to Change/Record Personal Greeting.
- **Press 2**, to record your Standard Greeting, **press 2** to stop.
Or Press 3, to record and set your “Out Of Office” Greeting

The system will give you options to review or re-record, if correct, Press 5 key to Save.

- Sample personal greeting #1: Hi, this is Mrs. Jones, Music teacher at Barretts Elementary. I’m either in class or not available at the moment, but if you will leave your name, phone number and a detailed message; I’ll get back to you as soon as I can.
- Sample personal greeting #2: Hi this is Mary Jones. It’s Thursday, March 9th and I’ll be in and out of the office all day. I will be checking my messages frequently, so please leave your name, phone number and a detailed message and I will return your call as soon as possible.