

QUICK START VOICE MAIL USER GUIDE

Please review the general information sheet before reading this guide

THE FIRST STEP TO USING YOUR NEW PHONE IS TO SET UP YOUR VOICE MAIL.

1. DECIDE ON A SECURITY CODE BETWEEN 4 AND 10 DIGITS, CHOOSE SOMETHING EASY TO REMEMBER.
2. PREPARE YOUR GREETING, THIS IS WHAT YOUR CALLERS HEAR WHEN THEY REACH YOUR VOICE MAIL.

YOUR GREETING MUST INCLUDE THE FOLLOWING:

- YOUR NAME AND SCHOOL NAME
- THE INFORMATION YOU WOULD LIKE THE CALLER TO PROVIDE
- PLEASE END THE GREETING WITH THE FOLLOWING STATEMENT:

If your call is urgent and you need immediate assistance, press 0 now, to be transferred to our main office.

YOU ARE NOW READY TO ACTIVATE VOICE MAIL

1. LIFT THE HANDSET, MAKE SURE YOU ARE ON YOUR FIRST LINE (4 DIGIT NUMBER STARTING WITH 49)
2. DIAL 4400, WHEN THE SYSTEM ANSWERS, ENTER IN THE SAME 4 DIGITS THAT APPEAR ON YOUR FIRST LINE (STARTS WITH 49)
3. THE VOICE MAIL SYSTEM WILL NOW PROVIDE YOU WITH THE FOLLOWING PROMPTS FOR:
 - CHANGING YOUR SECURITY CODE
 - RECORDING YOUR NAME – SAY ONLY YOUR NAME (NOT HELLO THIS IS...)
 - RECORDING YOUR GREETING (don't forget the greeting requirements listed above)

IMPORTANT: EACH STEP WILL INCLUDE A KEY PRESS TO START- WAIT FOR A FEW SECONDS TO HEAR THE INSTRUCTIONS TO SAVE EACH ENTRY!

ANYTHING YOU RECORD DURING THE TUTORIAL CAN BE CHANGED – SEE YOUR FRONT OFFICE STAFF FOR EASY STEPS TO MAKE THOSE CHANGES.

FINAL STEP – CALL FORWARDING

IF YOU DO NOT COMPLETE THE FOLLOWING STEPS, NO ONE WILL BE ABLE TO REACH YOUR VOICE MAIL

LIFT THE HANDSET, MAKE SURE YOU ARE ON YOUR FIRST LINE (4 DIGIT NUMBER STARTING WITH 49)

DIAL * 6 THEN 4400, WAIT FOR A TONE, HANG UP

DIAL *8 THEN 4400, WAIT FOR A TONE, HANG UP

YOUR CALLERS ARE NOW ABLE TO REACH VOICE MAIL AND LEAVE YOU A MESSAGE.

TO PREVENT CALLS FROM INTERRUPTING YOUR CLASSES

LIFT HANDSET, PRESS THE CL-FWD BUTTON, THEN PRESS THE V-MAIL BUTTON, WAIT FOR THE TONE, HANG UP.

A RED LIGHT ON THE CL-FWD BUTTON WILL APPEAR, ALL CALLS WILL GO DIRECTLY TO VOICE MAIL, YOUR MAIN LINE WILL NOT RING.

TO REMOVE THIS FEATURE, LIFT THE HANDSET AND PRESS THE CL-FWD BUTTON – RED LIGHT WILL TURN OFF.

CALLERS MAY STILL LEAVE A MESSAGE IF YOU DO NOT ANSWER OR YOUR LINE IS BUSY.

WHEN A MESSAGE IS LEFT IN YOUR VOICE MAIL BOX, A RED LIGHT WILL APPEAR ON THE TOP OF THE UPPER DISPLAY, AND THE DISPLAY WILL SHOW VVM.

TO CHECK YOUR MESSAGES, PRESS THE V-MAIL BUTTON, THEN FOLLOW THE SYSTEM PROMPTS.

You can check your messages from ANY phone by dialing 541-790-4400, enter your mailbox number (your 4 digit phone number – (starts with 49)