



VOICEMAIL INSTRUCTIONS

HOW TO INITIALIZE YOUR MAILBOX

You have been assigned a “Voice Mailbox” on the Seattle School District Voicemail system. Your voice mailbox number is five digits in length.

You may reach voice mail by dialing **2-0450** within the District phone system, or **206 252-0450** from a phone outside the system.

To initialize your mailbox, the steps are:

- Dial **2-0450** to enter voice mail. If your voice mailbox number matches the extension number on your phone*, a tutorial will start to prompt you through the steps to setup a password and to record what your callers will hear in your mailbox.
 - * If you are calling from outside the District telephone system, dial **252-0450** to enter the voicemail system. The main voicemail System greeting will advise you to **press #** to access your personal mailbox. **Enter your 5-digit mailbox number**. Your mailbox number should be the same as your 5-digit phone number. Then the tutorial prompting will start.

The steps are detailed here:

- Enter your *temporary password*. This temporary password is **99xxxxx** (99 plus your 5-digit mailbox number.) 99 + 5-digit phone number.
- Enter your *new password*. Please enter a password between 5 and 15 digits in length. **Press #**.
- Record your *first and last name*. **Press #** when you have finished.
 - To re-record, **press ***.
 - To accept the recording, **press #**.
- Record a *personal greeting* by selecting option 2 for the *customized greeting*:
- **Press 2** to record your greeting at the tone. At the end of your greeting, **press #**.
 - To listen to your greeting, **press 1**.
 - To re-record, **press ***.
 - To accept the recording, **press #**.
- You have completed the initialization process. You are now at the main menu, which is where you will be each time you enter your mailbox in the future.

NOW PROCEED TO THE FORWARDING INSTRUCTIONS

FORWARDING INSTRUCTIONS

NEC2000



TO HAVE VOICEMAIL PICK UP WHEN YOU DON'T ANSWER THE PHONE:

- PICK UP THE HANDSET
- DIAL * **9 20450**
- WAIT FOR THE CONFIRMATION TONE (LONG BEEP) AND HANG UP

NOTE: If you hear a busy signal when you try the * **9 20450**, this means your telephone has already been programmed to forward when unanswered. Hang up and get new dialtone and dial # **9**, then hang up again. This will cancel any existing forwarding on your phone. Now try again with * **9 20450**.

NOW IF YOUR TELEPHONE IS NOT ANSWERED, THE CALLER WILL BE FORWARDED TO YOUR VOICEMAIL. YOU DO NOT NEED TO PROGRAM THIS AGAIN UNLESS YOU WANT YOUR CALLS TO FORWARD TO A DIFFERENT PLACE.

TO HAVE VOICEMAIL PICK UP WHEN YOUR TELEPHONE IS BUSY:

- PICK UP THE HANDSET
- DIAL * **6 20450**
- WAIT FOR THE CONFIRMATION TONE (LONG BEEP) AND HANG UP

NOTE: If you hear a busy signal when you try the * **6 20450**, this means your telephone has already been programmed to forward when busy. Hang up and get new dialtone, then dial # **6** and hang up again. This will cancel any existing forwarding on your phone. Then try again with * **6 20450**.

NOW IF YOUR TELEPHONE IS BUSY, THE CALLER WILL BE FORWARDED TO YOUR VOICEMAIL. YOU DO NOT NEED TO PROGRAM THIS AGAIN UNLESS YOU WANT YOUR CALLS TO FORWARD TO A DIFFERENT PLACE.

FOR ALL CALLS TO GO TO VOICEMAIL IMMEDIATELY:

- PICK UP THE HANDSET
- PRESS THE **FWD ALL** BUTTON ON YOUR PHONE
- DIAL **20450**
- WAIT FOR THE CONFIRMATION TONE (LONG BEEP) AND HANG UP

YOUR **FORWARD ALL** BUTTON SHOULD STAY LIT AND ALL OF YOUR CALLS WILL GO DIRECTLY TO YOUR VOICEMAIL. YOUR PHONE WILL NOT RING WHEN **FORWARD ALL** IS ACTIVATED.

TO DEACTIVATE FORWARD ALL:

- PICK UP THE HANDSET
- PRESS **FWD ALL** BUTTON
- PRESS * BUTTON
- HANG UP (**FWD ALL** LIGHT SHOULD GO OUT)

TO LISTEN TO YOUR MESSAGES, DIAL 20450 AND ENTER YOUR PASSWORD.

VOICEMAIL INSTRUCTIONS



TO TRANSFER A CALLER INTO SOMEONE'S VOICE MAILBOX:

- 1. WITH THE CALLER ON THE LINE, PRESS YOUR TRANSFER KEY.**
- 2. DIAL 20444.**
- 3. WHEN YOU HEAR THE VOICEMAIL SYSTEM ANSWER, ENTER THE DESIRED 5-DIGIT VOICE MAILBOX NUMBER.**
- 4. HANG UP.**

VOICEMAIL INSTRUCTIONS

(AFTER YOU HAVE INITIALIZED YOUR MAILBOX)



PERSONAL OPTIONS SHORTCUTS

TO CHANGE YOUR PERSONAL GREETING(s):

4 3 1 2

(One for phone not answered, two for phone busy)

TO RECORD THE MAILBOX NAME:

4 3 3

TO CHANGE YOUR PASSWORD:

4 2 1

TO RECORD AN EXTENDED ABSENCE GREETING:

4 3 2

TO CHANGE DATE/TIME STAMP:

4 2 4