

Message Retrieval - Voice Mailbox Users

Voice mailbox users will be notified of a new voice mail message via email. The messages will be accessible through a telephone or by dialing in from off site.

Press the message key (TMS users dial 1000 from classroom phones) OR

From off site dial the main telephone number of the school.

When you hear the main greeting, dial 9 plus your voice mailbox number (do not wait to be prompted after pressing 9) enter your security code when prompted.

The messages will be marked as an old message and will remain in your mailbox for 14 days.

To review old messages press 6

* remember always 1 for Yes – 2 for No

Once you have accessed your mailbox use the shortcuts listed below to manage your messages as well as voice mailbox setup options.

Main Menu Shortcuts

- Check new messages 4
- Leave messages 5
- Review messages 6
- Change setup options 7
- Hear current greeting 744
- Switch greetings 745
- Change standard greeting 746
- Change alternate greeting 747

During Message Playback

- Menu options 3
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- Adjust volume 5
- Speed up playback 6
- Rewind 7
- Pause 8
- Fast forward 9
- Repeat 3#
- Save as new 30
- Reply 34
- Skip 35
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- Archive 37
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Use these commands anywhere

- To exit the system quickly * * *
- To hear menu options 3