Voice Mail

Setting up VM can be accomplished from any phone.

- New users will receive their VM extension and a present password of 112233.
- When calling your VM extension for the first time enter " * ".
- When you hear the automated voice, you will be prompted for your ID which is your VM extension and a password (12345).
- From here the system will walk you through setting up your VM.

Those returning from last year will have their same VM number. If you have forgotten your password, you can call the help desk at 4357 or put in a TRACKIT to have it reset. (See next page.)

Retrieve Your Voice Mail

Listed below are the ways in which you can check your VM.

1. Check your E-Mail on a computer with speakers or a set of headphones.
2. To check from any phone at TUHS, LJHS, WHS, CHS, SLHS or the DO, pick up the handset on the phone and hit the "Envelope" or "Msgs" button (depends on the phone model) or dial 4099.
3. When prompted for your ID, type in your personal VM extension.
4. When prompted for your password, you will enter your personal password or PIN number. If you do not know your password or don't remember it, you need to call the Help Desk (extension 4357) to have it reset.
5. You should be able to hear all of your messages now from any phone on campus or in the district.

To check messages from any phone from the outside of our phone system

1. Dial your own personal VM phone number (623-478-49XX).
2. Upon hearing your greeting, press the " * " button.
3. When prompted for your ID, continue with step number 3 above.

Telephone Menu Options: Upon accessing your voice mail, you will find be prompted with the following options to listen to messages, send messages, and setup phone options.

New Messages	**1**
Send Message	**2**
Old Messages	**3**
Setup	**4**

Greetings		**1**
Record Greeting	1	
Alternate Greeting	2	
Edit Other Greetings	3	
Play All	4	

Message Settings		**2**
Message Notification	1	
Menu Style	3	
Private List	4	

Preferences		**3**
PIN	1	
Recorded Name	2	
Directory List	3	

Transfer Settings		**4**
Standard Transfer Rule	1	
Alternate Transfer Rule	2	
Close Transfer Rule	3	

Exit	*****
Help	**0**