

Voice Mail Set up & Instructions

- You will find your voice mail number on the Carlton Telephone Directory. In most cases your VM is the same as your room number extension but if you have a number under “VM” use this one.
- You will also require a password (if you have the same VM as last year you use the same password. Your password should be four digits – do not start with 0 or 1 (8888 is reserved for password resets & first time set ups)
- You then need to create your message – ex: You have reached the voicemail of Please leave your name, telephone number and a brief message after the tone and I’ll call you back as soon as possible.
- REMEMBER...all of your voice messages will be forwarded to your email (unless another arrangement is required and setup with the office) so it is imperative you set up your voice mail number accordingly!

Now you are ready to start, follow option A or B

A) IF YOUR MAILBOX # AND EXTENSION # ARE THE SAME

- Dial 600 – system will welcome you (press *)
- Enter your extension when prompted, then enter your password (**first time only** – you will enter 8888).
- (Choose **U to change user options**). Then change the greeting, message & password
Please note: this mailbox might have belonged to someone else at one time – please record your message over the previous one

B) IF YOUR MAILBOX # IS DIFFERENT THAN YOUR EXTENSION #

- Dial 600 from any telephone (PRESS * key) – You will be prompted to enter your mailbox number
- You will be prompted for your password – (**first time only** – you will enter 8888)
- (Choose **U to change user options**). Then change the greeting, message & password

CHECKING VOICE MAIL

Please check your voice mail on a daily basis

From your classroom phone:

- Dial 600 from any phone
- Press * (only if your VM is different than your room extension number. You will be prompted to enter your mailbox number)
- Enter your password – you are in.
- Once you are in you will be given a number of different instructions for what you want to do

Or via email:

You now have the ability to listen to your voice mails via your email as well. When you receive a voice mail message you will get a notification through your email. Click on this attachment and you will hear the message. This message will move to your “saved” messages on voice mail, so please delete those off your phone once heard as your mailbox only holds 10 messages!!

If you are checking your voice mail from home, after hours –

As soon as the Auto Attendant answers the phone Press * and your mail box number

Please direct questions to Lisa ext. 222 or Deb ext. 215