



## INSTRUCTIONS FOR SETTING UP VOICEMAIL

### ***For the Administration Building and Pontiac High School***

To set up your voicemail, please follow these instructions:

1. To get into the voicemail system, please press the phonemail button on your phone.
2. Voice mail will ask for your password, press 123456 then press (#). (This will be the only time you will use this password)
3. Now you will be asked to enter a new password (it has to be at least 6 digits long). Enter your 6 digits then press (#), this will be your new password.
4. You will be asked to record your name by pressing 8 then 4 (please just say your name, this is not for your greeting message). To record a greeting press 8 then 1 and follow the instructions given by the phone mail system.
5. To listen to your messages, press 3 to listen, after you hear the message, press either 4 (to save) or 6 (to delete), to go to the next message press (#). To stop a message press (\*) then press 4 (to save), 6 (to delete) or 2 (to skip message).

### ***For All Buildings except Administration Building & Pontiac High School***

To set up your voicemail, please follow these instructions:

1. To get into the voicemail system you have to call one of the following extension numbers:
  - a. Dial ext. 51950 for all buildings except WHRC
  - b. Dial ext. 51850 for WHRC only.
2. Voicemail will ask if you are calling from your own extension, press # meaning yes you are calling from your own phone.
3. Voice mail will ask for your password, press 123456 then press (#). (This will be the only time you will use this password)
4. Now you will be asked to enter a new password (it has to be at least 6 digits long). Enter your 6 digits then press (#), this will be your new password.
5. You will be asked to record your name by pressing 8 then 4 (please say your name only, this is not for your greeting message). To record a greeting press 8 then 1 and follow the instructions given by the phone mail system.
6. To listen to your messages, press 3 to listen, after you hear the message, press either 4 (to save) or 6 (to delete), to go to the next message press (#). To stop a message press (\*) then press 4 (to save), 6 (to delete) or 2 (to skip message).

### ***Retrieving Your Voicemail Messages Remotely***

To retrieve your messages while away from your building (at home, at another building, etc.), dial 248.451.6950 or 51950 from within the district (248.451.6850 or 51850 from within the district for WHRC only).