



HOW TO SETUP MY VOICEMAIL

These instructions are for new hire or reassigned employees with a new voicemail extension.

- Press the Message button on your phone and enter the default pin number: **28578621**
- Record your name for the directory and press # to accept
- Record your greeting
 - Ex: *"You have reached the office of _____. I am currently unavailable to take your call. Please leave your name, number, and a brief message and I will return your call."*
 - Press 1 to re-record
 - Press # to accept
- Follow the prompts to complete your mailbox setup
- Change your pin
 - Enter new pin and confirm your new pin

If you are unable to setup your voicemail because the system is not accepting the default pin:

- Open a Help Desk ticket by sending an email to helpdesk@elginisd.net
- Ticket must Include:
 - First and Last Name
 - Voicemail Extension Number
- A Technician will reply to your email with a temporary pin and further instructions