

Accessing Voicemail Remotely

Remotely Access Voicemail- instructions for ALL district phones

Dial your 10-digit district number, type (*) once voicemail answers
Enter passcode when prompted.

Exception:

Call Forwarding- If the extension is forwarded to another phone, voicemail cannot be accessed using the forwarded phone number. A different number must be used to call that district number.

Changing Recorded Messages:

Select 0 for mailbox options

Select 1 for recorded messages and follow the prompts to record a new message.