



VOICEMAIL SET UP

Initial Set up (first time use only)


- Press the **Messages**  button or dial the internal voice mail phone number **1100**
- Push star (*) button when you hear the voice prompt
- Enter your 4 digit voicemail number followed by the # symbol
- Enter the default password = **00000** followed by the # symbol
- Follow prompts to:
 - Record your name– press # key as soon as you say your name
 - Record a greeting–press # key as soon as you say your greeting
 - Set a password of at least 5 digits

Changing Voicemail Set Up


- Press the **Messages**  button or dial the internal voice mail phone number **1100**
- Press the * key when voice mail answers
- Enter your 4 digit voicemail number followed by the # key
- Enter your password followed by the # key
- Press 4 and follow prompts

ACCESSING VOICEMAIL

Log on to Voicemail from Your Phone

- Press the **Messages**  button or dial the internal voice mail phone number **1100**
- Enter your password followed by the # key

Log on to Voicemail from a Different District Phone

- Press the **Messages**  button or dial the internal voice mail phone number **1100**
- Press the * key when voice mail answers
- Enter your 4 digit voicemail number followed by the # key
- Enter your password followed by the # key

Log On to Voicemail From Outside the District

- Dial 440-349-7757
- Press the * key when voice mail answers
- Enter your 4 digit voicemail number followed by the # key
- Enter your password followed by the # key

Access Voicemail From Email

- Log in to your email account
- Listen to voicemail messages from sent email
- **NOTE: Deleting voicemails through the voicemail system or email will result in permanent voicemail erasure**

BASIC VOICEMAIL

Press the **Messages**  button or dial the internal voice mail phone number **1100**

Hear new messages	1	Set up options	4
Send new message	2	Cancel or back up	*
Review old messages	3	Skip or move ahead	#

During Message

Playback

Restart message
Save
Delete
Slow playback
Change volume
Fast playback
Rewind, small
Pause or resume
Fast forward

After Message

Playback

1 Repeat
2 Save
3 Delete
4 Reply
5 Forward message
6 Save as new
7 Rewind
8 Message summary
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