

# La Center School District – Voice Mail Tips

## TO ACCESS VOICE MAIL BOX:

Dial your voicemail access number: INT **8** (or press the msg button if lit)

Enter your user ID number: \* + **EXT**

Enter your security code: **BOX + 997**

**MAIN MENU:** (999 at any time will return you to the main menu)

- 1** = PLAY your messages
- 2** = SEND a new message
- 3** = MANAGE mailbox
- 0** = EXIT user mode
- #** = HANG UP

## PLAY MESSAGES:

- 1** = PLAY the next message
  - 4** = pause/resume (30 sec)
  - 8** = volume up
  - 0** = volume down
  - \*** = rewind
  - #** = go forward
  - ##** = change speed
- 2** = SAVE the current message
  - 1** = standard save
  - 2-8** = personal folder save
- 3** = DELETE the current message
- 5** = FORWARD the current message to another user
- 6** = REPLY to the current message
- 7** = SPECIAL functions
  - 4** = Message date & time
  - 5** = future delivery review
  - 6** = continuous delete
  - 7** = toggles between new and saved message queue.
  - 8** = continuous play
  - 9** = return to main menu
- \*1** = REPLAY the current message
- \*2** = PLAY the PREVIOUS message
- 9** = RETURN to the main menu

## SEND MESSAGES:

Do one of the following:

Enter **Mailbox + #**

Dial **00** = Name Directory

Dial **01** = Personal List (1-25)

Dial **04** = Multiple Destinations

## RECORD MESSAGE

**#** = SEND and return to main menu

**1** = REVIEW

**2** = RE-RECORD

**3** = APPEND message

**4** = COPY to additional destinations

**7** = SPECIAL Features

**1** = send URGENT status (on/off)

**2** = send PRIVATE (on/off)

**3** = set RETURN RECEIPT (on/off)

**9** = RETURN to previous menu

**8** = Set FUTURE DELIVERY

**\*** = CANCEL message

**\*\*** = CANCEL and RETURN to main menu

**9** = RETURN to main menu

## MANAGE MAILBOX:

**1** = Change your GREETING ( 7 greetings)

**2** = USER OPTIONS

**1** = Change your DO NOT DISTURB (on/off)

**2** = Change your CALL SCREENING (on/off)

**3** = Change your SECURITY CODE

**4** = Change your BUSY GREETING (on/off)

**5** = Record your BUSY GREETING

**6** = Re-record your NAME prompt

**7** = Change message NOTIFICATION

Template 3 = Pager

Template 4 = Cell Phone

**8** = Set up AUTO MESSAGE COPY

**\*** = REVIEW your option settings

**9** = RETURN to the previous menu

**3** = Manage your LISTS (List 1-25)

**1** = REVIEW current list

**2** = ADD a User ID to the list

**3** = DELETE a user ID from list

**4** = RECORD a list Comment or Name

**9** = RETURN to previous menu

**4** = Manage your GUEST Mailboxes

**5** = Manage PERSONAL MESSAGE FOLDERS

**9** = RETURN to main menu

## Additional Hints:

1. New message play before saved messages unless you press **77**.
2. Immediate fax transmits faxes to the fax machine that you are calling from.
3. Pause will put voicemail on pause for 30 seconds.
4. To send a direct message from the main greeting, dial **998** followed by the mailbox number.
5. To send a direct fax from the main greeting, dial **988** followed by the mailbox number.