

## Voicemail Instructions

All voicemail boxes should have been reset by the district this summer. The code to open your voicemail box is 12345, please make sure that you record both a new voicemail message, as well as, your name and position title to insure that our customers know that they have been directed to the correct voicemail box. **If this pin does not work, please put in a ticket in [Service Manager](#) to request that your voicemail pin be reset.**

### **To Listen to and/or Record Your Name:**

Press 4 (Set Up Options); then 3(Change Preferences); then 2 (Recorded Name) to listen and re-record if necessary.

### **To Listen and/or Record Your Message:**

Press 4 (Set Up Options); then 1(Greetings) to listen and re-record if necessary.