

Voicemail Instructions

Setting up your Voicemail:

- To setup voicemail from any outside line first dial 708-496-3395 or press your designated voicemail button on your phone. If prompted with the main greeting press #6***(Extension)** on your touch tone phone. Please keep in mind that teachers must setup their voicemail accounts first prior to any sub accounts on that phone.
- You will be prompted to record a password, greeting, and voicemail message. After the recording you can listen to your message by pressing 1. You need to save your password, greeting, and voicemail message by pressing 2. At the end of the process press * to exit and save your settings.

Checking your Voicemail:

- To check voicemail from any outside line first dial 708-496-3395 or press your designated voicemail button on your phone. If prompted with the main greeting press #6***(Extension)** on your touch tone phone. You will be prompted to enter your password. Enter your password and press then press the # key on your phone.
- Listen to the instructions carefully. To check new messages press 1 and to delete a message press 3.

Using your Phone

- To dial an outside line press any line button on your phone and then dial an outside number.
- Use the call park button to pick up a parked line that is on hold from any other phone.
- To place a caller on hold press the hold button.
- To transfer to another person while on the phone press the transfer button on the phone then dial the preferred extension.
- A.E.R.O Operator – 100.
- P.R.I.D.E. Alternative School – 200.
- Transitional Office – 300.
- OT/PT Office – 320.