## Record Voice Mail Greeting
1. Dial 8555 from your desk.
2. Your temporary **password** is your 4-digit phone number. (no #)
3. Press 0, then 1. Follow the prompts to record your **unavailable message**. (Callers hear this when you do not answer.)
4. Press 2 to record your **busy message**. (Callers hear this when you are on the phone.)
5. Press 3 to record your **name**.
6. Press 5 to change your **password**.

## To Dial Voice Mail
Use 4-digit number when prompted for mailbox (phone number). Don’t use #.

**At your desk:** Dial 8555, or press Msgs key, then lift receiver.

**Away from SCOE:** Dial 524-2605.

**For another line:** Dial 8500.

**Old messages on AT&T Voice Mail:**
524-2416 (Use # after pw, mailbox.)

## Main Menu
1. Play new messages
2. Change folders (old or new)
3. Advanced options
0. Mailbox options
*  Help
#  Exit voice mail

## Play messages
1. Play new messages
2. Skip to the beginning of the message
3. Advanced Options
5. Repeat current message
6. Skip the current message
7. Delete the current message
   - Press 7 twice to delete while listening.
8. Forward to another extension
9. Save the current message to a folder
#  Fast forward the message 3 seconds
*  Rewind the message 3 seconds

## Advanced options
1. Send Reply
2. Call back
3. Message envelope
*  Main menu

## Forward
Enter extension.
1. Pre-pend (record your message before the forwarded message). Press # when done.
   - It says “Message saved.” when message is sent.

## Mailbox options
1. Unavailable message (no answer)
2. Busy message (you’re on the phone)
3. Name
4. Temporary greeting (alternate greeting)
5. Change your password
*  Main menu

## Record Temporary Greeting:
Record at the beep. Press # when done.
1. Accept
2. Listen
3. Re-record

## Delete Temporary Greeting:
1. Record. Press # when done.
2. Erase

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