

# Phones

- [Setting Up Voicemail](#)

# Setting Up Voicemail

1. Press (Enter) or dial 5000 - from any teacher or staff phone (The VM key only gets to the VM Box number tied to that phone extension)
2. When the System Answers press Star \* key once (this gets you into the message center - otherwise your prompted to leave message)
3. Enter Voicemail Box Number (ex. 3877 and you can bypass waiting for prompt)
4. Press or Hit Star \* key again (This prompts for the mailbox passcode for initial setup or message retrieval)
5. Enter your passcode when prompted (Generic or default passcode = 1,2,3,4 )
6. Follow the Robot or Wizard prompts to setup voicemail box greeting, Done!