Phone Extension and Record Voicemail Information

Please look at the attached Phone Extension List.

You will find your Phone Extension Number and Location of your Phone. (Some phones will have multiple extension numbers on it)

Please follow the Instructions and Record your Voicemail on your phone ASAP. This is very important since many Staff Members have either never set up Voicemail, or are no longer here or have changed classrooms or office locations. It can be very confusing for staff or parents trying to leave a message if you have not set up your voicemail or the wrong person’s voicemail is still on the phone.

It is very easy and only takes a couple of minutes:

~Push the Mailbox Button (the one that looks like an envelope)

~Enter PIN# 0000# (if it doesn’t work let me know and I can have IT reset it)

~Record your greeting

~Push # to save

~Re-record your name and greeting if you desire

~Enter a 4-digit pin then press # to save