Subject: Voicemail Reminder and Instructions

Reminder to setup your voicemail. When you do this, it also ensures you show up on the phone directory contacts button searches and the dial-by-name searches in the auto-attendant.

VOICEMAIL SETUP FROM A DISTRICT PHONE

1. Dial 1999 or *17 to access the voicemail system. (Do not use the voicemail button on the first time to setup your voicemail and greeting. This button does not work for classroom/non-office extensions)
2. You will be prompted to enter in your extension followed by the # sign. *Example: 1013#*
3. You will then be prompted to enter in your password. If you have not setup a password, the default password is # . You will be prompted to set a new password which must be 6 digits and cannot be sequential. You CANNOT use sequences such as *123456*
4. Once this is set follow the prompts to record both your name and voicemail greeting.

VOICEMAIL SETUP AND ACCESS FROM HOME

1. Dial any school number. Example: High School, call 609-653-0100
2. Once the auto-attendant answers, you can press the # button at any time. This will bring you into the voicemail system.
3. At this point you can follow the voice prompts on the system which are also the same as the instructions above steps 2-4.

*Contact extension 1013 or ITSHelp@eht.k12.nj.us with any questions or issues.