

Accessing Voicemail

FROM INSIDE THE SCHOOL:

- If your message light is flashing, press it
 - Voicemail will prompt you to enter your security code followed by the “#”
 - Press 1 to hear the first message
 - Press 3 to Delete that message
 - Press 1 again to hear the next message

- At your phone: If your message light is not flashing, lift handset and dial “6000”
 - You will be asked for your security code.
 - When voicemail answers, dial “*”+ [your 4-digit mailbox number] followed by the “#” sign. (Example: *2100#)
 - If you are at a different extension than the one assigned to you

FROM HOME OR OUTSIDE THE SCHOOL:

- Dial the school’s main number (419-258-5421)
- When voicemail answers dial “*” + [your 4-digit mailbox number] followed by the “#” sign (Example: *2100#)
- Voicemail will prompt you to enter your security code, followed by the “#” sign