The first thing you need to do is reset your password.

1. Pick up your phone and dial 7000. You should hear "call pilot, mailbox"
2. Enter your 4 digit extension followed by # (If you are doing this from you own phone you do not have to enter your extension, you may just hit #). You should hear "password"
3. Your default password should be 1+2 + your 4 digit extension. Enter this and press #.
4. Follow the command prompts to set up your new password. It must be 4–16 digits.

Next you need to set up your "Operator Assistance number". Setting this allows the caller to get back to the front desk by pressing "0" at any time during your greeting.

1. Pick up your phone and dial 7000. You should hear "call pilot, mailbox"
2. Enter your 4 digit extension followed by # or just # if from your own phone. You should hear "password"
3. Enter your password followed by #.
4. You will then hear either "your mailbox is empty" or "you have x messages" ignore this and hit 8 + * (we will check these a little later).
5. Press 0
6. Follow the voice prompts and set the operator assistance number to 1221.

Next you need to record your greeting. The system lets you record two greetings: An external greeting for people calling from outside the school to hear and a less formal internal one for extension to extension. If you want both to be the same just record an external one and it will be shared. If you have set the operator assistance number above you may want to explain that they can do that in your greeting. The first four steps are the same as above:

1. Pick up your phone and dial 7000. You should hear "call pilot, mailbox"
2. Enter your 4 digit extension followed by # or just # if from your own phone. You should hear "password"
3. Enter your password followed by #.
4. You will then hear either "your mailbox is empty" or "you have x messages" ignore this and hit 8 + * (we will check these a little later).
5. Press 2
6. Follow the command prompts to record your greeting. I have a sample greeting below. After you have finished your greeting press #. If you fail to press # anything you say after recording your greeting will become part of your greeting. (Ask Ms. Chaney about this.)

"You have reached the voice mail box of (your name). If this is an emergency please hit 0 at any time to return to the front desk. Otherwise leave a message at the tone and I will return your call as soon as possible. Thank you."

To tell if you have pending messages simple pick up your phone. If you have a normal dial tone you do not have any messages pending. If your dial tone pauses and repeats you have unchecked messages. To check your messages go through the first 4 step again and follow the prompts to listen to and/or delete your messages.