

Setting up Your Telephone

1. Dial 55
2. You should be prompted to set up your voice mailbox
3. Follow the prompts and press 1 for Yes and 2 for No
4. Please state your first and last name only
5. Set up your standard greeting
Example: Hello, this is _____. I am unable to take your call right now, but if you leave your name, telephone number and a brief message, I will return your call as soon as possible. If this is an emergency, please call the school's main office.
6. Be sure to put a **6-digit** security code on your voice mailbox.
7. You may also want to set up an alternate greeting for use on days you are not in attendance.

Accessing Messages Remotely

If you are not in your classroom, you can still access your messages and phone setup options remotely. Follow these steps.

1. Dial 9-1-630-894-4600 if you are out of the 630 area code. If you are within the district, dial 9-894-4600.
2. As soon as you hear the recorded message, dial 9 + your extension.
3. Enter your security code when prompted.