



Welcome Back! We hope you had a wonderful summer.

Over the summer, the school district installed a new voice mail system. All voice mailboxes are new and dialing 5000 is no longer valid to access the new system.

The instructions below will assist you in setting up your new Voice Mailbox.

The first time that you log-in, your new voice mailbox is set-up to walk you through the following:

- Logging in to voice mail
- Record your name
- Change default password to secret password
- Record a Personal Greeting
- Activate the Personal Greeting

So, to be prepared, you will need your voice mailbox number, your first and last name and a brief script of what to say.

My voice mailbox number: _____

Default Password: 1 2 3 4

Connecting for the first time

1. Dial 5099 or *##.

If calling from the outside, 425-385-5099, then dial 1, then dial your voice mailbox number

2. Enter the default password (1234).

The system welcomes you and asks you to record your name

3. Speak your name and press #

4. Enter a new password

The system confirms which password has been recorded, you are now connected


5. Press 4 for greetings




6. Press 2 to record your greeting



Hi, this is _____. You have reached my voice mailbox.


7. Press # when complete 

8. Press # to accept the recording of your personal greeting 

Please ignore the prompts the system will be giving you after this point

9. Press * 

10. Press 6 

11. Hang-up 

If you need assistance, call the Help Desk at 4357 or the Telephone and Voice Mail Repair line at 4224.