VOICEMAIL ACCESS

ACCESS FROM PHONE AND EMAIL

ACCESS VOICEMAIL FROM A PHONE

To access voicemail from your desk phone

- Press the Message button
- When prompted, enter your PIN number and press #

To access voicemail from another internal desk phone

- Press the Message button
- When prompted for a PIN press *
- Enter your extension number and press #
- Enter your PIN number and press #

To access voicemail from outside of the district

- Dial 712-279-6667
- As soon as the message starts press *
- Enter your extension number and press #
- Enter your PIN number and press #

ACCESS VOICEMAIL FROM EMAIL

Your voicemail will be automatically sent to your email as an audio file. You must have speakers to hear the .wav file. If you don't have speakers you need to access your voicemail from a phone.

When you receive an email with voicemail, this is what it may look like.

- If the caller is calling from a <u>new</u> phone in a Sioux City School building, you should see their name and extension.


- If the caller in <u>not</u> in a Sioux City School building or is not calling from a new phone, the email will be from Cisco Unity Connection Messaging System and it will include the callers phone number.

Open the email. Your email address and the sender email addresses will be from user@colo-cupub.scschools.net which is the new phone system.
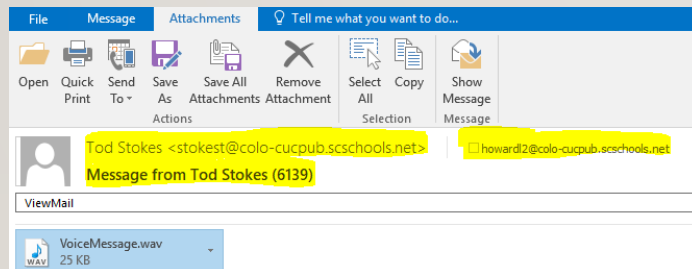
Double click VoiceMessage.wav and click the Open button
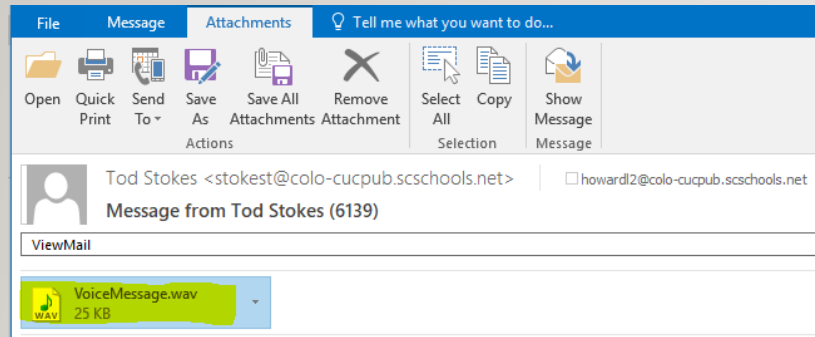
Once you finish listening to the message, you may use your email options to save it in a folder or forward the message to another person as an attachment just as you would a normal email.

Your voicemail box and email will work in sync with each other. If you delete a message in one, it will be deleted in the other.