<div align="center">**McFarland School District Voicemail Setup Basics**</div>

The purpose of this document is merely to help you log in to your voicemail and to set up your Name, Greeting, and Busy Greeting. Checking actual voicemail messages and other features are included in the other documents within the new staff packets.

**Logging in to your voicemail:**

**If you are at the phone in your room that is labeled as your extension:**
1. If you are at your phone, verify your phone is functional.
2. Dial 4500 or press the button labeled Voicemail.
3. At the "Please Enter your password", enter the password that was provided to you in the new staff packet. If you do not have one, send an email to "Phone Request".
4. Proceed to Main Menu section.

**If you are at another functioning phone somewhere within any building, but you know your extension number:**
1. Dial 89.
2. WAIT until you hear the "You have reached the McFarland School District etc etc etc" message beginning. (if you push # too quickly it will not work)
3. Press #
4. It will ask "Please enter your mailbox number". At this point, enter your 4-digit extension number.
5. It will ask, "Please enter your password". Enter your password.
6. Proceed to Main Menu section.

**If you are outside of the district, but you know your extension number:**
1. Dial (608) 838-4500
2. Once the message begins, press #.
3. It will ask "Please enter your mailbox number". At this point, enter your 4-digit extension number.
4. It will ask, "Please enter your password". Enter your password.
5. Proceed to Main Menu section.

**Voicemail system Main Menu:**
1. From the main menu, you can press 8 right away (as the menu states it, "U").
2. Press 6 to change your Name (as the menu states, "N")
3. Now, it will say, "1 to review the current greeting, 2 to record a new greeting", this is confusing because it says "greeting", when in actuality it should say just "name" instead of "greeting" for this particular section. So, Press 2. At the prompt, say your full name. ie: "Aaron Folcik", then press # once you've stated your name. It will repeat it back to you. Press 2 again to re-record, or 1 to Accept. (note: You have to push 1 to accept or it WILL NOT get saved!).
4. At the next prompt, press 4. (as the menu states, "G to change your greeting").
5. Press 7 to change your Primary Greeting ("P").
6. Press 2 to record a new Greeting. This is where you'll record your entire main message, something like: "Hello you've reached the desk of Aaron Folcik, I'm away from my desk right now but if you would leave a message, I will return your call as soon as I can etc etc etc". Press # when finished. 1 to Accept, 2 to Re-record. Press 1 to accept. (If you do not press 1 it will not be saved!).
7. Next, press 2 to change your Busy Greeting ("B").
8. This is mainly the same as step 6 above, only, you'll say something to the effect of "I am on the phone right now" somewhere in your message. # when done recording, 1 to Accept it to save it.
9. You're done. If you wish to, call your extension to test out and hear all of your recordings!