

McFarland School District “Direct to Voicemail” instructions

If you ever wish to leave a voice message directly in someone’s voicemail, without their phone ringing, you can do so with the following procedure. You will however have to know what their phone extension is.

If you don’t know the person’s name but do not know what their extension is, locate a building phone list or talk to a building secretary (HS: ext. 4505, IMMS: ext. 4580, WIS: ext 4611, ELEM: 4903) to find out the person’s extension for whom you wish to leave a message, PRIOR to doing this procedure.

To leave a message directly in someone’s voicemail box without their phone ringing, Within the District (from your desk phone or any phone within the district):

1. Dial 89, then wait for the message to start playing.
2. When the message starts playing, press the * key.
3. Enter the desired extension number.

To leave a message directly in someone’s voicemail box without their phone ringing, Outside of the District (from any phone in the world):

1. Dial 838-4500 or 608-838-4500
2. When the message starts playing, press the * key.
3. Enter the desired extension number.