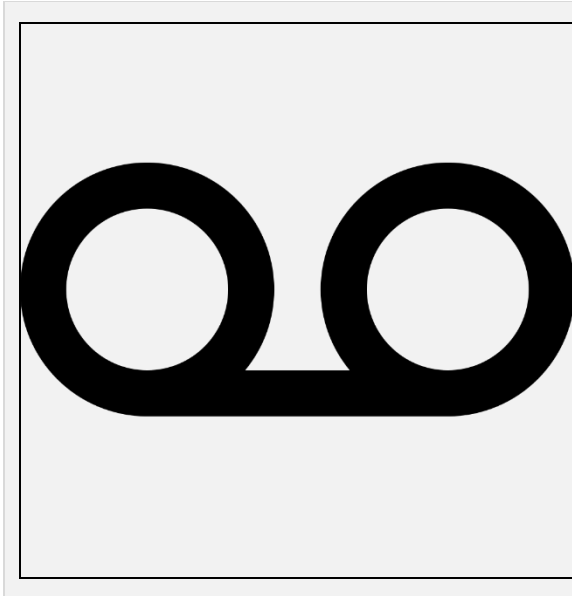


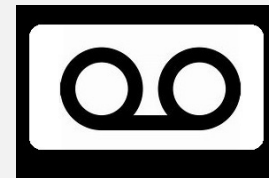
Introduction

Visit Technology.freemansd.org for more tutorials and information. All staff members are assigned a voicemail box. The default pin for accessing your mailbox is 1234#. Voicemails will also be redirected into your email account as well. To change personal greetings follow the instructions as directed below.



STEP 1

On the Cisco phone press the voicemail button as shown below:



STEP 2

The operator will instruct you to enter your pin follow by #:

The default pin is '1234#'

If 1234# does not work, please contact support @ ext. 511.

To Change personal greetings, press the voicemail button and enter your pin. Press '4' for setup options and follow the guidance of the operator to change your personal greetings.