



SMMUSD Voice Mail Reference Guide

First Time Voice Mail Set Up

1. Press the **messages** “” button on your phone
2. Enter the **default voicemail password (124578)**
3. Record your name
4. Record your greeting
5. Create a new password

Please make sure to follow all the prompts of the tutorial to complete the set up of your voicemail box

Check Voice Mail From Your Office/Classroom Phone

1. Press the **messages** “” button on your phone or dial 80400
2. Enter your password, then press #
3. Press the **1** key

Check Voice Mail From an Outside Line

1. Dial **(310) 255-5300**
2. Press the * key
3. At the “enter your id number” prompt, enter your **5 digit extension**
4. Press the # key
5. Enter your password, then press #

Checking Your Messages

- Press **1** to review new messages or
- Press **2** to review old messages

Message Playback Shortcut Keys

While listening to a message you can perform the following actions:

Key	Action
1	Repeat
2	Save
3	Delete
4	Slow playback
6	Fast playback
7	Rewind
8	Pause/Resume
9	Fast forward
0	Help


Post – Message Shortcut Keys

After listening to a message you can perform the following functions:

Key	Action
1	Repeat message
2	Save
3	Delete
5	Forward message
6	Mark message new
7	Skip back
9	Play message properties
0	Help

Note: For all menus press * to cancel

Sending a Message From Voice Mail

1. Press the **messages** “” button on your phone
2. Enter your password, then press #
3. Press **2**
4. Spell the last name of the user that you want to send a message to by using the keypad
5. Press the # key to record a message or Press **1** to add another recipient
6. Press # key to send the message

Use the following keys for message options

Key	Action
1	Mark urgent
2	Return receipt
3	Mark private
4	Future delivery
5	Review message
6	Re-record message
7	Add to the message
0	Help
*	Cancel

Replying to Voice Mail Messages

1. After listening to a message press **4**
2. Record your reply
3. Press the # key to send the reply

Use the following keys for message options

Key	Action
1	Mark urgent
2	Return receipt
3	Mark private
4	Future delivery
5	Review message
6	Re-record message
7	Add to the message
0	Help
*	Cancel

Forwarding Messages


1. At the end of the message that you have just reviewed, Press **5**
2. Spell the last name of the user by using your dialing keypad
3. Press **#** key to forward or Press **2** to record an introduction to the message you are forwarding. Press **3** for message options

Use the following keys for message options


Key	Action
1	Mark urgent
2	Return receipt
3	Mark private
4	Future delivery
5	Review message
6	Re-record message
7	Add to the message
0	Help
*	Cancel

4. Press **#** to complete


Changing Your Recorded Name

1. Press the **messages** “” button on your phone
2. Enter your password, then press **#**
3. In sequence Press **4 + 3 + 2**
4. Record your new name after the tone
5. Press **#** to complete

Changing Your Password

1. Press the **messages** “” button on your phone
2. Enter your current password, then press **#**
3. In sequence Press **4 + 3 + 1**
4. Enter a new pass code and Press **#**
5. Re-enter your new pass code to confirm and Press **#**

Recording Your Greeting (Standard)

1. Press the **messages** “” button on your phone
2. Enter your password, then press **#**
3. In sequence press **4 + 1 + 1**
4. After Unity plays your current greeting, **Press 1** to re-record or Press **#** to complete

As always, please feel free to contact Information Services (ext.70390) with any questions or email: dmarmolejo@smmusd.org