Access VM from other phone

If you are a staff member that works at several different locations within the district, but you have one Cisco phone attached to your name, accessing voice mail from your other locations would be very useful.

This technique works from **district telephones only**. Not outside phones.

Inside Access

1. Dial the voice mail button (shaped like a cassette tape)

2. Dial \* At this point the system will say: Enter your ID followed by #

3. Dial the full 11 digit number of your extension, such as 15098881212 (this is your ID)

4. Dial #

5. At this point the system will ask you for your PIN, dial the PIN you have set on your voice mail, followed by #

6. You should now be able to listen to your messages

Outside Access

To access your voice mail from a telephone **outside the district** please follow these steps:

1. From any telephone, dial your full extension number, i.e. 509-888-1234

2. When you hear the voice mail message, dial \* (dial \* **before** the greeting is done) At this point the system will say: Enter your ID followed by #

3. Dial the full 11 digit number of your extension, such as 15098881234 (this is your ID)

4. Dial #

5. At this point the system will ask you for your PIN, dial the PIN you have set on your voice mail, followed by #

6. You should now be able to listen to your messages and delete if desired.