

Using Your Assignments Voice Mail Box

Each teacher has two voice mail boxes. Their main mailbox, where people can leave messages, is the same number as their extension. The “Assignments” or “Homework” mailbox is that number plus 200. For example, if your extension number is 315, then your main mailbox is mailbox number 315 and your Assignments mailbox is mailbox number 515. Each mailbox has its own Security Code.

You record your assignments as the Greeting for your Assignments mailbox. To do this, log in to you Assignments mailbox. From your room extension, press Programmable Function Key 12 (this should already be labeled “Assignments”), enter the Security Code for your Assignments mailbox, press G for the Greeting menu, press R for the Record menu, speak clearly into the handset and press # when finished. At this point, you are still in the Record menu, so you can press L for the Listen menu and listen to what you just recorded to make sure it is correct. If it is correct, then you can just hang up and you're done.

You can also change the Greeting in the Assignments mailbox when you are away from the school. You do this by first calling the school Automated Attendant. There are three ways to reach the Automated Attendant:

1. Call the school and ask whoever answers to transfer you to extension 700. (They do this by pressing HOLD, dialing 700, and hanging up.)
2. Call the school and wait for the Automated Attendant to answer after 4 rings or so.
3. Call the Automated Attendant directly, at 354-7428.

After the Automated Attendant answers, log in to your Assignments mailbox by pressing # and then your Assignments mailbox number. Then proceed to record the Greeting normally.

When you record the Greeting in your Assignments mailbox, you should confirm that “Auto Attendant Do Not Disturb” is ON for that mailbox. If it is off, then turn it on by pressing Oh.

We suggest that you call your own Assignments mailbox to get an idea of how it works so you are familiar with the experience your parents and students are having with it. Here is how the process should work for them:

- They call your main extension number and are automatically forwarded to your main mailbox.
- Your main mailbox greeting includes an instruction similar to this: “To hear my current assignments, press 1.”
- If they press 1 they immediately hear your assignments. (If there is a delay before they hear the assignments, then “Auto Attendant Do Not Disturb” is not turned on in the Assignments mailbox. You should turn it on.)
- After they listen to your assignments they will hear instructions to record a message, but since the mailbox is “full” they will not be able to leave a message. If they press # or just stay on the line they will return to the Automated Attendant.