TO SET UP YOUR VOICE MAILBOX FROM YOUR SCHOOL TELEPHONE:

1. PRESS THE MESSAGE KEY ON YOUR PHONE (THE ONE WITH THE ENVELOPE)
2. ENTER THE TEMPORARY PASSCODE 7222 (SBBC)
3. SELECT A NEW PASSCODE (must be at least 4 digits & cannot begin with “0”
4. RECORD YOUR NAME AND A GREETING

SAMPLE SCRIPT: “YOU HAVE REACHED THE VOICE MAIL OF (FIRST AND LAST NAME), AT (SCHOOL NAME). I AM NOT ABLE TO TAKE YOUR CALL RIGHT NOW. AT THE TONE PLEASE LEAVE A MESSAGE AND I WILL RETURN YOUR CALL.

5. SKIP THE “PLEASE HOLD” PROMPT.

IF YOU ARE SETTING UP YOUR MAILBOX FROM OFF SITE:

1. DIAL 754-321-6000
2. PRESS THE “#” KEY
3. ENTER YOUR 7 DIGIT EXTENSION NUMBER
4. FOLLOW INSTRUCTIONS FROM STEPS 3 ABOVE

TO RETRIEVE MESSAGES:

1. PRESS THE MESSAGE KEY (OR DIAL 321-6245)
2. YOU WILL BE PROMPTED FOR YOUR PASSCODE