

## HOW TO LOG IN TO VOICE MAIL THE FIRST TIME

- Press the AUDIX button or enter extension **4700**  
If calling from outside the office **(206) 393-4700**
- Enter your extension number followed by the # sign.
- Enter the temporary password, **412**, followed by the # sign.  
(You must use this password the first time or the system will not allow you to log in).

Once you have logged in, the system will ask you to do two things this one time only:

### 1. Record your name.

Press 1 and speak your First and last name.  
Press 1 when you are done. Listen to the play-back and press 1 to re-record or press # to approve.

### 2. Create a new password.

Enter a new password of *four to fifteen* digits, followed by the # sign. Re-enter your new password followed by the # sign.  
**FOR SECURITY REASONS, PLEASE CREATE A PASSWORD YOU CAN REMEMBER, BUT IS NOT TOO EASY. You may use your current password provided it is between four and fifteen digits.**

*Once you have initialized your mailbox, you will hear the Activity Menu with options to record messages (Option #1), retrieve your messages (Option #2), and create personal greetings (Option #3). Press Option 3 to create your greeting and follow the prompts.*



**Sample Greeting on Back**

**You've reached Mr./Ms. \_\_\_\_\_ classroom. Please leave a message at the tone and I'll get back to you as soon as I am able. If this is an emergency or you need immediate assistance, press zero and your call will be transferred to our office.**

**Thank you.**