

## VOICEMAIL ENROLLMENT PROCEDURE

The first step in using CISCO Voicemail is to enroll as a user.

1. Using a divisional CISCO phone, **dial 7000**, the attendant will ask you to enter your PIN followed by #, ignore that, **PRESS \***. If you do not reach an attendant, it simply rings, then you will have to enroll by dialing 9-204-661-4463 and ignore Step 1 and enroll starting from Step 2.
2. Attendant will ask you for your ID, **enter your four-digit extension number** that has been provided to you, **followed by #**, then the default PIN **951753**, then **press #**.
3. The attendant will then take you through the enrolment procedure for your voicemail account. The attendant asks that you record your name, your standard greeting, set your personal six-digit PIN, and specify whether or not to be listed in the directory. Do not take yourself out of the directory.  
**NOTE:** If you do not go through the entire enrolment procedure it will prompt you to do so again next time you go into your mailbox. Be sure you confirm the final step with # before hanging up.

Sample of a standard greeting:

*"Hi, you have reached the voicemail of <name>, <title>, <school/dept.>. Please leave your name, phone number and a detailed message and I will contact you as soon as possible. Thank You."*

You can enroll into your voicemail from outside the school division by dialing 204-661-4463 and ignore Step 1 above, start at Step 2.

If you have forgotten your personal six-digit PIN or have any other phone or voicemail issues, submit an I.T. ticket, choose category "Phones/Voicemail" and category option "Voicemail" and include an explanation. A new PIN # will be emailed to you.

If you wish to make a call from outside the division and by-pass the receptionist, you can call 204-661-4200. If you do not know the extension number, you are calling you can access a dial by name directory or voice activated directory. Within the division you can access this line by calling extension #7118.