

# Puyallup School District Voicemail

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## How to Access Your Voicemail

### From Your Extension:

1. Dial **8754**, or press the Message key.
2. Enter your security code

### From Another PSD Phone:

1. Dial the **8754** above.
2. Press "\*" then "#"
3. Enter your mailbox number when prompted
4. Enter your security code.

### From any non-PSD Phone:

1. Dial **253-841-8754**.
2. Press "#"
3. Enter your mailbox number when prompted
4. Enter your security code

## Performing Common Message Tasks

If you want to...	Press
Listen to new messages	1
While listening to messages, if you want to	
Skip ahead five seconds	9
Skip back five seconds	3
Skip to the next message	7
Listen to saved messages	5
Listen to and recover messages you've marked for deletion (in this session only)	7
Review, forward, delete, or save messages you've selected	6
Change your name recording	3 1 5
Change your out-of-office greeting	3 1 3 3
Change your password	3 1 4
Change your standard greeting	3 1 3 2

**Puyallup School District  
Voice Mail Quick Reference**

<b>Main Subscriber Menu</b>	
Listen to New Messages (unread, then read)	<b>1</b>
Listen to Saved Messages	<b>5</b>
Listen to Deleted Messages	<b>7</b>
Listen to Selected Messages	<b>6</b>
Record and Send a Message	<b>2</b>
Set User Options	<b>3</b>

<b>Listening Options</b>	
Pause	<b>1</b>
Forward	<b>2</b>
Back up Five Seconds	<b>3</b>
Delete	<b>4</b>
Save	<b>5</b>
Review	<b>6</b>
Skip to Next Message	<b>7</b>
Reply	<b>8</b>
Advance Five Seconds	<b>9</b>
Info / Group Options	<b>0</b>

<b>User Options (Phone Manager)</b>	
Personal Options	<b>1</b>
Messaging Options	<b>2</b>
Automated Attendant Options	<b>3</b>
Record Standard Greeting	<b>4</b>
Record Busy Greeting	<b>5</b>
Record Out of Office Greeting	<b>6</b>

<b>Personal Options</b>	
Change Message Notification	<b>1</b>
Change Daily Msg Reminder	<b>2</b>
Record Personal Greeting	<b>3</b>
Change Security Code	<b>4</b>
Record Your Name	<b>5</b>
Rec. Sponsor Announcement	<b>6</b>
Change Language Selection	<b>7</b>
Change SMS Notification	<b>8</b>

Busy Greeting	<b>1</b>
Standard Greeting	<b>2</b>
Out-Of-Office Greeting	<b>3</b>