

To check messages from home

Dial 603-795-3111

6 * 998 6800

To change message on machine from home

Dial 603-795-3111

6 * 998 6800

Select 5 (to modify message)

Select 1

Select 1

For greeting 2 # 6 * 998 6800 # and then select 4 and then select 1 (customer service) – and follow the prompts

To change message from work:

Press my mailbox

Enter password 9404 #

6 * 998 6800

Select 5

Select 1

Select 1

For faculty/staff to check messages **from outside** - # 6 * and your intercom/extension number

From inside – select my mailbox * 6 your intercom/extension number

For outside calls to ring at your extension after hours:

You will need to call the school 795-3111

When the auto greeting starts – press # 8- dial your extension number – your phone will now ring.

9/08