

Egg Harbor Twp. Schools Call Express

Initial Voice Mail Setup

From your own phone, hit the VOICE MAIL button or dial 1999 and follow the instructions.

From a phone other than your own, hit: the VOICE MAIL button, or dial 1999, then STAR, then POUND.

If the phone that you are using does not have a voice mail button, then dial 1999, wait for the system to answer, then hit POUND.

Key in your 4-digit telephone extension. On the initial setup, use 0000 as your password (security code). The system will then ask you to change your security code. Your voice mail password must be between 4 and 7 digits long and must be a number from zero through nine. The password cannot be consecutive digits. The password cannot contain a pound sign (#) or an asterisk (*).

After changing your security code, you will be prompted to record your name announcement. Following the creation of the name announcement, you will record your standard greeting.

During the initial setup, simply follow the voice instructions for a successful setup. Print out the PDF help sheet by clicking on the button below.

