



Help Desk Topic

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Bay Path Phone System

When you are first accessing your voice mail you will need to set up your mail box with your name, your personal greeting and change your password. There is a tutorial that will assist you in recording this information.

Access your voice mail box:

1. Dial "67" from ANY telephone and follow all steps
PLEASE WAIT TO HEARVOICE MAIL MESSAGE AND THEN PROCEED
2. Dial#
3. Dial your Mailbox Number
4. System will request your password, the first time you access voice mail to setup your mailbox the password is 0000 – Dial 0000
5. You will hear the tutorial, which will assist you in opening your voice mail box. Please follow the voice prompts to record the following:
 - a. Record your name only (first/last name)
 - b. Record your greeting
 - c. Change your password (up to 4 digits)

If using the Homework Mailbox, Please record the following greeting:

You have reached (your name), if you are calling for my homework, please dial 4 now or leave your personal message and I will return your call as soon as possible. Thank You.

To Record your homework assignment:

1. Dial "67" from ANY telephone and follow all steps
PLEASE WAIT TO HEARVOICE MAIL MESSAGE AND THEN PROCEED
2. Dial#
3. Dial your Mailbox Number
4. Dial your Password
5. Dial "88442"
6. Begin recording your homework assignment at beep, Press any key to stop recording

7. Dial "1" to listen to recorded homework or "2" to rerecord homework.
8. Hang-up

To Retrieve your messages or leave a message:

1. Dial "67" from ANY telephone and follow all steps
PLEASE WAIT TO HEAR VOICE MAIL MESSAGE AND THEN PROCEED
2. Dial #
3. Dial your Mailbox Number
4. Dial your password

At the voice mail main greeting press the following:

"1" to listen to new/saved message

"2" to leave message for co-workers

"8" to change your name/greeting or password

To access from outside the school:

Dial school telephone number, listen for greeting then dial "#", then your mailbox number. Voice mail will ask you to enter your "password". You are now in your personal mailbox and can retrieve messages, send messages or change personal options.