LRSD Telephone System

Voicemail Quick Reference Guide

Log on to mailbox:
- Dial voice mail 71290.
- Enter mailbox number followed by #.
- Enter password followed by #.
(Note: Your password to start out with is the same as your mailbox number.)

Record mailbox greeting:
- Log in and press 82.
- Press 1 for EXTERNAL.
- Press 5, wait for tone then record your personal greeting.
- Press # to stop recording.
- Press 4 to exit.

Change mailbox password:
- Log in and press 84.
- Enter new password, followed by #.
- Re-enter new password, followed by #.
- Enter your old password, followed by #.
(Note: If you change your mailbox password, it must be a minimum of 5 digits.)

Recording your name for personal verification:
- Log in and press 89.
- Press 5 when ready to record.
- Say only your first and last name.
- Press # to stop recording.
(Note: Personal verification will be played instead of hearing a mailbox number when sending a message through Express Messaging.)

To send messages:
- Dial Express Message 71291.
- Enter the mailbox of the person for whom you want to leave a message
- Followed by the #. After the tone, leave a message and hang up.

Checking messages:
- Log in to mailbox.
- Press 2 to play messages.
- Press 1 during playing of message to rewind.
- Press 3 during playing of message to skip forward.
- Press 6 to skip to next message.
- Press 76 to delete message.
- Press 73 to forward a copy of the message to someone else.
- Press 79 to send forwarded message.

Exiting the system:
- Press 83 anytime during mailbox session to exit the system.
- You will hear “good-bye”.