

# Phones

For an overview of general setup instructions, go to this link: [www.luhsd.net/phones](http://www.luhsd.net/phones)

## Teacher Voicemail Setup

1. Hit the Message button (either of these two icons, depending on the model of phone you have):



2. Enter  and then your voicemail extension
  - o If you do not know your voicemail extension, you can confirm it in Outlook by doing the following:
    - Open up a “New Email” window
    - Enter the staff member’s name as the recipient
    - Double click on the name
  - o Follow the directions linked below to set up the remainder of your voicemail. For all other phone info, click this link: [PHONE SETUP DIRECTIONS](#)

## Voicemail

### First Time Setup From Your Phone:

1. Press the **Message** button (steps 1 & 2 above)
2. Enter temporary PIN 12345
3. Follow setup instructions

### Login to Voicemail From Your Phone:

1. Press the **Messages** button
2. Enter your PIN
3. Follow directions for options

### Access Voicemail From Another Phone:

1. Press **Messages** button
2. Press \* then your extension number
3. Enter your PIN

### Access Voicemail From Outside:

1. Dial your direct line
2. Wait for voicemail to pick up
3. Hit \* during the greeting
4. Enter your extension number
5. Enter your PIN