



### **To set your Password:**

1. Dial 98 and press *Send*
2. Dial your extension
3. Dial your password (initially your extension)
4. Once logged into your voicemail, press 0 (zero) to select message options
5. Press 5 to set up your password
6. Input the new password and press the # key
7. Input the new password again and press the # key

### **To check your Voicemail:**

1. Dial 98 and press *Send*.
2. Dial your voicemail box / extension number
3. Dial your Password
4. Follow the spoken directions to listen to your Voicemail

### **To set your Greetings:**

1. Dial into your voicemail following the instructions in the section above.
2. Once logged into your voicemail, press 0 (zero) to select message options.

#### **Record your *Unavailable* message (Option 1):**

1. Press 1 to record your unavailable message
2. When done recording, press the # key
3. Press 1 to save your message
4. Press 2 to listen to the message
5. Press 3 to re-record the message

#### **To Record your *Busy* message (Option 2):**

1. Press 2 to record your busy message
2. When done recording, press the # key
3. Press 1 to save your message
4. Press 2 to listen to the message
5. Press 3 to re-record the message

#### **Mission:**

*The mission of WISD is to teach, challenge, and inspire each student in a safe, nurturing environment to succeed in the global community.*

#### **Vision:**

*WISD will be the world-class district of choice.*

#### **Values:**

*We value and respect all students, employees, parents, partners, and our community.*

*We demonstrate visionary leadership.*

*We engage in and promote personal and organizational learning.*

*We make data-driven decisions.*

*We practice ethical behavior and personal integrity.*

**To record your *Name* (Option 3):**

1. Press 3 to record your Name
2. When done recording, press the # key
3. Press 1 to save your message
4. Press 2 to listen to the message
5. Press 3 to re-record the message

**To record your *Temporary Greeting* (Option 4):**

1. Press 4 to record your Temporary Greeting
2. When done recording, press the # key
3. Press 1 to save your message
4. Press 2 to listen to the message
5. Press 3 to re-record the message

If you experience difficulties changing your messages, please contact the Technology Department at 817.509.2915 or extension 3050.

**To Call Long Distance Numbers:**

Standard classroom telephones require users to enter a personalized access code when calling long distance numbers. Each employee has their own access code which may ***NOT*** be shared. This access code may be used on any district telephone with the exception of those telephones removed from the long distance system.

To obtain an access code, please contact your principal or department chair. If you have already acquired your access code and do not remember it, please call the Technology Department at 817.598.2915 or extension 3050.

**How to use your long distance access code:**

1. Call the long distance number you are trying to reach.
2. You will be prompted for your access code.
3. Enter your six-digit access code on the number pad of your phone.
4. Once you enter your six-digit access code, the call will then be completed.