# Voice Mail Quick Guide

- Voice mailboxes are on a separate voicemail server and not on individual phones.
- When a staff member changes primary locations their phone does not move and their voice mailbox is linked to their new phone and extension.
- Voice mailboxes can only be directly tied to one phone. However, the voice mailbox can be accessed from anywhere.

Voice Mail Server
360 462-2650

Individual
Voice Mailbox Tied
to One Phone
Extension
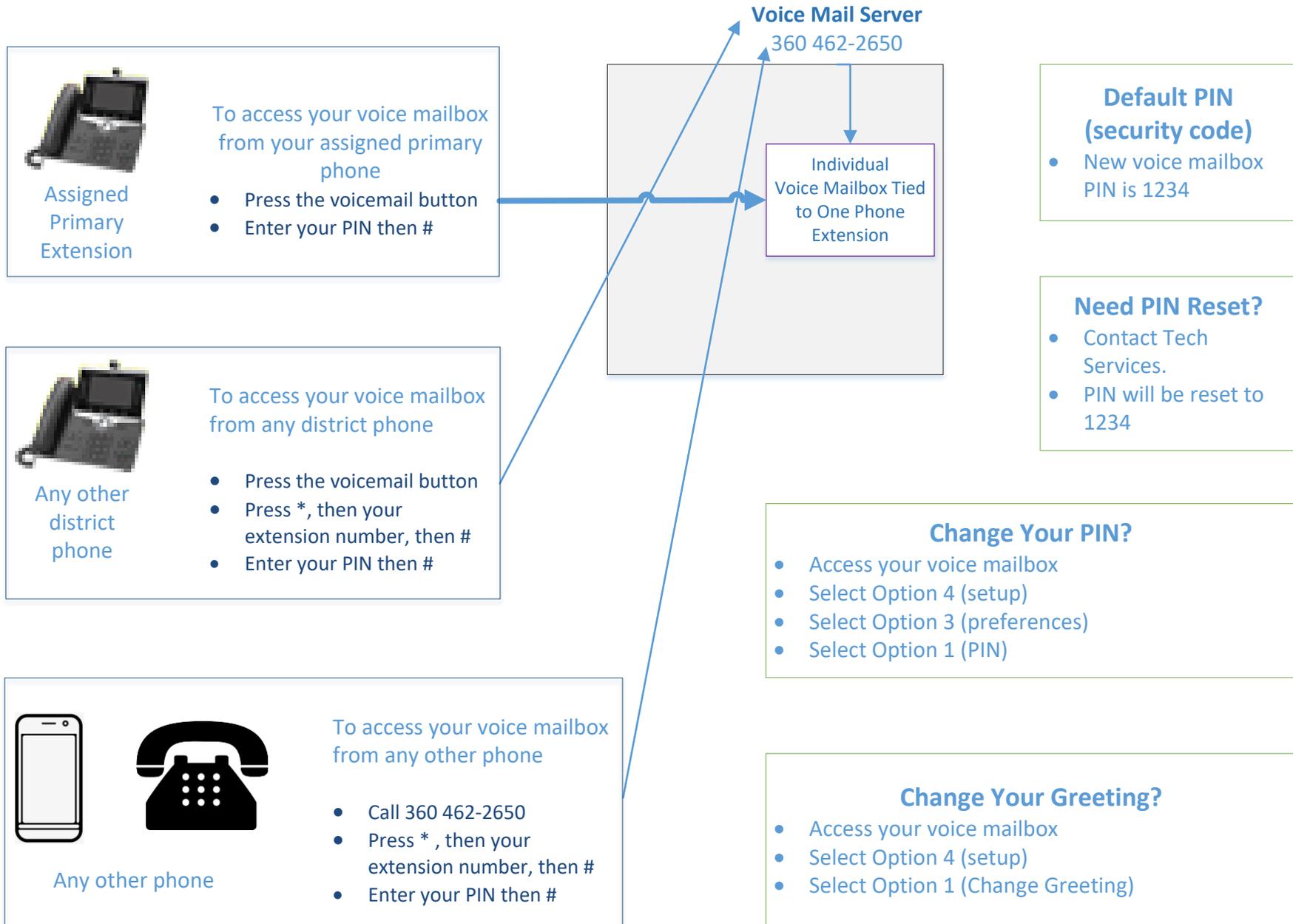
Assigned Primary Extension

To access your voice mailbox from your assigned primary phone
- Press the voicemail button
- Enter your PIN then #

Any other district phone

To access your voice mailbox from any district phone

- Press the voicemail button
- Press *, then your extension number, then #
- Enter your PIN then #

Any other phone

To access your voice mailbox from any other phone

- Call 360 462-2650
- Press * , then your extension number, then #
- Enter your PIN then #

Default PIN (security code)
- New voice mailbox PIN is 1234

Need PIN Reset?
- Contact Tech Services.
- PIN will be reset to 1234

Change Your PIN?
- Access your voice mailbox
- Select Option 4 (setup)
- Select Option 3 (preferences)
- Select Option 1 (PIN)

Change Your Greeting?
- Access your voice mailbox
- Select Option 4 (setup)
- Select Option 1 (Change Greeting)