Accessing Your Voicemail

If a staff member wants to check their voice messages from school, they will need to go through the following process:

All new accounts have VM passwords set to "12345"
It will prompt you to create your own password after you get in.

If they have a phone:
1) Press the "Messages" button on their phone
2) Enter their VM password
3) From that point, they will be given number options for checking new messages (1), review old messages (3), etc.

If they do not have a phone:
1) Press the "Messages" button on their phone
2) Dial the "*" (star) key
3) Enter their ID (Voicemail-extension)
4) Enter their VM password
From that point, they will be given number options for checking new messages (1), review old messages (3), etc.

In order to check you messages, you will need to do the following:

1) Dial the school number ((919)560-3974
2) At the greeting, press the "*" (star) key.
3) Enter their ID (Voicemail extension)
4) Enter their VM password
From that point, they will be given number options for checking new messages (1), review old messages (3), etc.

I hope this helps any VM confusion. Let me know if I can help further. Thanks.

Voicemail Instructions

Here's how to check/set up your voicemail box from school:
1. Press the "Message" button on one of our phones
2. Press * (the star button)
3. Enter your voicemail box number (check the directory to find yours)
4. Press # (the pound button)
5. Enter your password; (the default is 12345 but you can change it at any time)
6. Press # (the pound button)
7. Press 1 to check your messages, Press 4 to set up your name and greeting

Here's how to check/set up your voicemail box from outside of school:
1. Dial 560-3908
2. Follow instructions 2-7 above!