Setting up **Virtual Extension** Voicemail for the first time

a. Lift your headset off the telephone.
b. Dial **2 0 5 0**
c. You will be prompted to enter your extension number
d. Enter your four digit extension followed by #
e. You will be prompted to enter your password
f. Enter **1 2 3 4** followed by #
g. You will be prompted to change your password and to record your name.
h. Follow the prompts and hang up.

**Virtual Extension** — Users who have an extension but no physical handset assigned. Often teachers/staff with no permanent room assignment or those that rotate between buildings may have virtual extensions.

Once complete, your voicemail box is setup and ready to use. The final cut over will be on **Wednesday, 12/18/13** to the new ShoreTel Phone System. Please continue to use your old Avaya phone until this date. If you have any problem or need assistance, please submit a technology work order.

Classroom Phones (Model IP 115)  
Office Phones (Model IP 565)