District Phone System

To place calls within the district, dial the 4-digit extension.
To place calls outside of the system, dial 9 followed by the number you wish to call. In most cases, you will need to enter an access code after you hear a short series of beeps. We will provide your access code.

Voicemail Setup
1. Dial **8290** on your phone
2. You will be prompted to enter your mailbox number. Enter your extension.
3. Next, you will be prompted for your password.
   Your password is "Mailbox number + 997" For example if your mailbox is 5000 you would enter 5000997.
4. During the initial logon, you will be led through a tutorial to set up your voicemail.
5. The first prompt will ask you to change your password. It will say "please enter your new 7-digit password". A 7-digit password is not required you may enter as few as 4 numbers. The maximum number of digits for your password is 7.
6. Follow the remaining prompts to complete the setup.

Accessing Voicemail from your phone
1. If the message light is flashing, press the button. The system will prompt you for your password.

2. If the message button is not flashing or you have a mailbox without a matching extension number, Dial 8290. The system will prompt you for your mailbox number. It will then ask for your password.

Accessing voicemail from another phone in the district
1. Dial **8290**. The system will prompt you for your mailbox number. It will then ask for your password.

Accessing voicemail from a phone not on our system (cell phone, house phone, etc.)
1. Dial **712-623-8290**. The system will prompt you for your mailbox number. It will then ask for your password.

Direct messaging (Leaving a voicemail on another user's mailbox)
1. Dial **8299**. When prompted, enter the mailbox number

Direct messaging from a phone not on our system (cell phone, house phone, etc.)
1. Dial **712-623-8299**. When prompted, enter the mailbox number