

DISD Voicemail Instructions

You can access your voicemail by pressing the round button by your name on the screen of your phone and then press the Messages button.

You will be asked to enter in your **Pin #** (Last year this was called your password).

If you are asked to enter in your **ID #**, it is your phone ext. (Example: **6028**)

To change your Greeting, listen to the menu items and select “**Setup Options**” which is **Option 4**. Then choose 1 to change your Greeting. Select **3** for “**Preferences**” to change your **Pin # (Remember that you Pin # needs to be at least 6 digits long)**. If asked for your **ID #**, it is your phone ext. (Example: **6028**).

If you get locked out of Voicemail, you can call the Help Desk at ext. 6028 or call Charlotte Barkmann at ext. 6110. You can also email the Help Desk at helpdesk@dickinsonisd.org or email Charlotte Barkmann at cbarkmann@dickinsonisd.org . Please include your School or Facility Name, Your Room #, and your Extension.