

PHONE TIPS

1. To call and leave a Voice mail message (for anyone) follow these steps:
 - a. Dial 503-257-1638
 - b. Enter the number you wish to call
 - i. First Prompt-This prompt will tell you to enter the number you are calling and you will be sent to their voice mail
 - ii. Leave your message
 - iii **IMPORTANT**
 1. If you need immediate assistance you may press O and a program secretary will help you.
2. To report in Sick, Late, Family Illness and or Personal Business:
 - a. Please use the Sub-finder system to report all absences.
3. To retrieve your voicemail
 1. Dial 503-257-1700
 2. Enter your mailbox number (It is the same as your extension. This matches the last 4 digits of your phone number.)
 3. Enter your password. (Default is 1234)
 4. Follow the prompts for options.
 5. The prompts for options will walk you through
 - a. Steps to change your password
 - b. Record your name.
 - c. Record your unavailable message