

# HARVARD COMMUNITY UNIT SCHOOL DISTRICT #50

## PHONE SYSTEM INFORMATION SHEET



Below you will find information regarding the phone system.

### Dialing instructions:

For all District 50 phones, enter the 4 digit extension number.

All local and long distance calls, dial 8 to access an outside line.

Your pin is needed to access phone numbers outside of District 50 boundaries. Dial 8 + the number, you will be prompted by 2 beeps. Enter your pin number followed by #

### Activating Your Voice Mailbox

The first time you access your voice mailbox you will be prompted through a voice tutorial to record your name, record your standard greeting, and set your personal password.

The **default password is 246810#**. *You must complete this tutorial to activate your voice mailbox.*

### Accessing Your Voice Mailbox

From any phone, press the messages button or soft key. Press \* and your voicemail number

To access voicemail from off campus:

815-206-4299

Press\*and your voicemail number any time during the greeting.

*District 50 Technology Department  
Extension 2115*