

Voicemail

Wolf Creek Public Schools User Guide

Use this guide to set up your voicemail, change your greeting, or access voicemail from outside Wolf Creek.

Quick reference

From a WCPS phone	Dial 1555
Default security code	0000 (until you change it)
Your mailbox number	Your personal extension number
From outside WCPS	Call 403-783-5441, 403-782-6521, or 403-341-4153

Initial setup

Division Office staff using a specifically assigned WCPS phone

- Dial 1555.
- Enter your security code. 0000 is the default security code until you change it.
- Follow the voice prompts to:
 - Set your security code.
 - Record your name.
 - Record your greeting.

School staff using a WCPS office or classroom phone

- Dial 1555.
- Dial *.
- Dial * again.
- Enter your mailbox number, which is your personal extension number.
- Enter your security code. 0000 is the default security code until you change it.
- Follow the voice prompts to:
 - Set your security code.
 - Record your name.
 - Record your greeting.

Using a phone from outside WCPS

- Call the voicemail system:
 - 403-783-5441

- 403-782-6521
- 403-341-4153
- Dial *.
- Enter your mailbox number, which is your personal extension number.
- Enter your security code. 0000 is the default security code until you change it.
- Follow the voice prompts to:
 - Set your security code.
 - Record your name.
 - Record your greeting.

Change your voicemail greeting

Division Office staff using a specifically assigned WCPS phone

- Dial 1555.
- Enter your security code.
- Dial 8 to change user options.
- Dial 4 to record a standard greeting.
- Record your new greeting, then dial #.

School staff using a WCPS office or classroom phone

- Dial 1555.
- Dial *.
- Enter your mailbox number, which is your personal extension number.
- Enter your security code.
- Dial 8 to change user options.
- Dial 4 to record a standard greeting.
- Record your new greeting, then dial #.

Using a phone from outside WCPS

- Call the voicemail system:
 - 403-783-5441
 - 403-782-6521
 - 403-341-4153
- Dial *.
- Enter your mailbox number, which is your personal extension number.
- Enter your security code.
- Dial 8 to change user options.
- Dial 4 to record a standard greeting.
- Record your new greeting, then dial #.