

LADSE

The LaGrange Area Department of Special Education

**Backdoor Number to
Bypass Switchboard
708.482.1199**



Off-Site Email Access:
www.ladse.org/webmail



Voice Mail Shortcuts

- | | |
|-----------|----------------|
| 1 Repeat | 6 Date & Time |
| 2 Save | 7 Back Up |
| 3 Delete | 8 Pause |
| 4 Reply | 9 Skip Ahead |
| 5 Forward | # Skip Message |



To Set-Up Your Voice Mail:

- Press the **blue button** on the phone
- Press *
- Dial your **extension**
- Follow the **prompts**

To Retrieve Your Voice Mail:

- Press the **blue button** on the phone
- Press *
- Dial your **extension**
- Enter your **password**
- Press #
- Follow the **prompts**

To Retrieve Your Voice Mail Off-Site:

- Dial **708-482-1199**
- Press * *
- Dial your **extension**
- Press #
- Enter your **password**
- Press #
- Follow the **prompts**

To Put Phone on DVM:

Feature 446

To remove: hit feature 446 again

Direct to VM: Press * + Extension

To Get Back to the Operator:

Press # then 1 (to send msg); then 0

LADSE Phone Messages Sent to Email

You can have your LADSE phone messages sent to your email. When you receive a phone message, it will show up in your email box with an attached sound file of the actual voice message that you can listen to on your computer!

Here is how you can set it up:

- Open Internet Explorer
- Go to <http://phones.ladse.org>
- Click the "User" button on the bottom right
- Type your phone extension as the username
- Type your voicemail password as the password
- Click the NBX Messaging tab on the top middle of the screen
- Click Off Site Notification on the left side
- In the first drop-down menu under the word "method", select Email
- Type the email address you want to send to in the box under "Number/Address"
- Click the OK button on the bottom
- You're all set!

IMPORTANT NOTE:

You will still need to delete voice messages from your LADSE voicemail to prevent your voicemail from filling up.

