

Cell Phone

Voice Messaging

**MONTGOMERY COUNTY PUBLIC SCHOOLS
CESC Room 110
301.279.3080**

How to set up your cell phone's Voice Messaging Center (VMC)

MONTGOMERY COUNTY PUBLIC SCHOOLS receives much of its cellular service from Cingular Wireless via a State of Maryland contract. One feature of that service is a voice messaging system called "Message Plus."



Quick Tips

Technical assistance for voice messaging problems or any service problems can be quickly obtained by dialing ***611** on your cell phone. If your phone is not working, you may dial 1-800-727-2682 from any other phone to get assistance. You will be asked for the phone number, and you even may be asked for the "ESN" (Electronic Serial Number). It is located underneath the battery, on the battery case.

How to set up you VMC mailbox

You may set up your VMC either from your cell phone or from another phone:



Telecommunications Services

From your Cell Phone:

Press the "*" key, and then "1", "2", and then "3". Or dial your own number.

- Press the SEND key.
- After a short pause you will here a recorded message. Interrupt the message by pressing the "#" key.
- There will be a pause and you will be instructed to enter your temporary password. Your temporary password is your seven - digit cell phone number
- Enter your seven-digit cell phone number. You will then be instructed to enter in your new permanent password.
- Select a *new* password or number that will be easy to remember. Once that new password is accepted it will be your way of entering your VMS. If you forget the password, Cingular Wireless can only reset the system to default and you will lose any messages in the mailbox at that time. If you would like us to keep the password in our confidential database, please send Ron Baraloto an e-mail identifying that number.
- Select a type of greeting from the prompts provided by the system.
- You will be notified that the process is complete and you are ready to receive messages.

From a regular phone or landline:

- Dial your cell phone number.



- After several rings, a message will play saying that the person you are trying to contact has not yet set up his/her mailbox.
- INTERRUPT THE MESSAGE; do not let it finish.
- Starting with *from your cell phone* step # (3), follow the same steps.

How do you know you have *Messages?*

Each time you turn on your phone, make a call or receive a call, you will hear a series of three quickly played tones. This series of tones indicates that you have received messages that you have not saved. These are messages that you have not listened to. This automatic tone feature is part of your VMC .

Your phone may also have icons of envelopes indicating that your have received "mail"

However, if you do not wish the phone to notify you of messages, you may turn off these tones by (1) going to the messaging center (as outlined above), and (2) when prompted for "personal options", pressing "4" to turn the notification off.

If you cannot get to your VMC from your cell phone, but can activate the messaging center from another phone, you may want to check to see if your phone has your correct phone number in its memory. You can do this by going to the **menu**, paging through until you find a selection that says your 'phone number', or voice mail number. If the display is not your phone number, you need to change it to your number and save it.

If you need any assistance, please do not hesitate to contact us at 301.279.3080

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