SchoolMessenger
Remote Telephone Access
Pocket Guide

1. **Dial** the system phone number:

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2. Enter your **User ID** at the prompt and press pound (#).

3. Enter your **PIN code** and press pound (#).

4. **Press 1** to begin recording your default message.

5. **Press any button** to stop recording.

6. After you listen to your recording **press 1 to save** it in the system, press 2 to replay your message, or press 3 if you need to re-record your message.

7. **Press 2** to record your message in alternate languages or **press 1** to continue.

8. **Press 1** to begin selecting options to create a job for your message.

9. You will be given an option for each list currently saved on your account. Just **press the number of the list you want to use**.

10. **Press 1 to confirm** your list selection. If you need to select a different list press 2.

11. **Press 1** to send your job using your highest authorized priority level or **press 2** to use your default priority level.

12. **Select** the number of days you want to allow for your job.

13. To accept your default call time settings **press 1**. To change the call time settings **press 2** and follow the prompts.

14. Confirm that your job's information is correct and **press 1 to submit** your job or follow the prompts to make any corrections.

If you submit your job and then find that there was an error, you can cancel the job using the web interface.