



VoiceMail User Guide

Simple, Convenient, Reliable

Accessing your Mailbox from your home phone:

- 1a. Dial 852-5555
- 2a. Press #
- 3a. Main Menu: Press 1 to retrieve messages, Press 3 to send, Press 7 for current date and time, or Press 9 for mailbox setup.

Accessing your Mailbox from a remote phone:

- 1b. Dial 852-5555
- 2b. Enter your telephone number
- 3b. If requested, enter your password followed by the * key. Your password will be a default code of "0000" until you change it.
- 4b. Main Menu: Press 1 to retrieve messages, Press 3 to send, Press 7 for current date and time, or Press 9 for mailbox setup.

Accessing your Sub-Mailbox:

1. Follow steps in A or B from above
2. If you are the Group Administrator and wish to record a group greeting, Press * to access the Group Greeting Menu. A voice prompt will guide you through those steps.

OR

3. Enter your sub-mailbox number, then press the * key while the message is playing to access your voice mailbox.
4. If requested, Enter your password, followed by the # key. Your password will be a default code of "0000" until you change it.
5. Main menu: Press 1 to retrieve messages, Press 5 to hear which sub-mailboxes have new messages, or Press 9 for mailbox set-up.

To retrieve Messages:

Three options in message retrieval menu:

- a. Press 1: New Messages
- b. Press 2: Saved Messages
- c. Press *: Return to Main Menu

Listen to Messages:

1. Press 1- Play or re-play message
2. Press 2- Save message and go to next
3. Press 3- Delete message and go to next
4. Press 4- Save message as new
5. Press 5- Reply to a message (^)
6. Press 6- Forward message (^)
7. Press 7- Skip back three seconds
8. Press 8- Pause or continue message
9. Press 9- Skip forward three seconds
10. Press *- Return to main menu

(^)- Optional feature

Mailbox Set-up

Five options in mailbox set-up menu:

1. Press 1: Greeting Options (you can disregard this step if you choose to use the default greeting)
2. Press 2: Change Password
3. Press 3: Notification options (^)
4. Press 4: Disable/Enable Auto-login
5. Press *: Return to Main Menu

(^)- Optional feature

To change or record your greeting:

1. Press 1- Greeting Options
2. Press 4- Record your greeting
3. Press #- End recording function
4. Press 2- Listen to greeting
5. Press 2- Save greeting. Greeting must be saved to be activated
6. Press 3- Delete greeting
7. Press 4- Re-record greeting, then follow steps 3 through 5 again
8. Press *- Return to mailbox set-up

To change your password:

1. Press 2- Change your password.
2. Enter new password, followed by the # key. The password is any series of up to 16 digits you choose. You will be unable to access your mailbox without this password, so be sure to choose one that you can remember.
3. Press *- Return to Main menu

1
New Msgs

2
Saved Msgs

MAIN MENU

1 Message Retrieval	2	3 Send Message (^)
4	5 Hear mailboxes with new msg (^)	6
7 Play date and time	8	9 Mailbox Setup
* Return to Main Mailbox	0 Help	#

MESSAGE RETRIEVAL

1 Play	2 Keep & Next Msg	3 Delete & Next Msg
4 Save as new	5 Reply to Msg (^)	6 Forward Msg. (^)
7 Skip back	8 Pause/Continue	9 Skip forward
* Return to Main Mailbox	0 Help	#

1
Greeting Options

2
Change Password

3
Notification Options

4
Enable/disable

MAILBOX SETUP

1 Listen to greeting	2 Save greeting	3 Delete greeting
4 Record greeting	5	6
7	8	9
* Return to Main Mailbox	0 Help	#