

Voice Mail User Guide

Voice Mail Set Up (first time use)

From any phone

- Dial 852-5555 (Cascade exchange), Dial 686-5555 (Otter Creek exchange)
- Enter your account number (10-digit phone number)
- Enter your account password followed by #
(Contact our office for setup)
- The system will immediately prompt you to record your name and greeting

Accessing your Voice Mail from Home

- Dial ***98**
- Enter your account password followed by #
- Main Menu

Accessing your Voice Mail Away from Home

- Dial 1-563-852-5555 (Cascade exchange), Dial 686-5555 (Otter Creek exchange)
- Follow prompts

Main Menu

1. Listen to new messages
 1. Save message
 2. Repeat message
 3. n/a
 4. Delete message
 5. Next message

to Finish
2. Listen to old messages
3. n/a
4. Set call forwarding
5. Set your current options
 1. Change your password
 2. Record name
6. Change greetings
 1. Record greeting
 2. Review greeting
7. Recover deleted voice mails