



An Informational User Guide for:

Voice Mail Pager Notification

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Urgent Messages

To mark a call as urgent, the caller would need to press the # key to end their recording and follow it with (9) (1) (1).

We recommend that the owner of the mailbox explain this process in their greeting.

Page All Messages

Any message left in the voice mailbox would page the owner.

Turning On/Off Pager Notification

1. Press 9 from the Main Menu for Mailbox Options.
2. Press 9 from the Mailbox Options Menu for Message Notification.
3. From the Message Notification Menu press 2 for Pager Notification.
4. To turn the Pager Notification on or off press 1 from the Pager Notification Menu.

Changing Pager Number

1. Press 9 from the Main Menu for Mailbox Options.
2. Press 9 from the Mailbox Options Menu for Message Notification.
3. From the Message Notification Menu press 2 for Pager Notification.
4. From the Pager Notification Menu press 3 to set up a pager number.
5. Please note that not all Voice Mailboxes come with the Pager Notification feature. If this is a feature that you need, please contact Customer Service to inquire.

See following page for "Using your Voicemail."

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Procedures

Step 1: Dial the Voice Mail Access Number.

Step 2: Press the # key to begin setting up your mailbox.

Step 3: Create a personal identification number between 6 and 10 digits.

Step 4: Follow the prompts to record your name announcement, then press the # key.

Step 5: When prompted, record your greeting followed by the # key.

- *You can change your personal identification number, greeting, and/or name announcement at any time by choosing Mailbox Options from the Main Menu.*
- *You may also add a Busy Greeting to notify callers that you are there but currently on the phone.*
- *If you ordered Submailboxes with your Voice Mail, you can create them now.*
- *The set-up process is not finished until steps 3-5 are successfully completed.*

Accessing Your Voice Mailbox From Your Phone

Step 1: Dial your Voice Mail access number.

Step 2: Enter your personal identification number and follow the prompts.

From Any Phone

Step 1: Dial your Voice Mail access number.

Step 2: Press the * key.

Step 3: Enter your ten digit mailbox number.

Step 4: Enter your personal identification number and follow the prompts.

- *The Main Menu is the first set of options heard after entering your personal identification number.*
- *The Main Menu tells you the number of new and saved messages in your mailbox. If you want to hear these messages you can press the 1 key.*
- *To change your mailbox options you can press the 9 key.*

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Listening to Messages

- 1 key: Repeat
Repeats the message from the beginning.
- 2 key: Save
Saves the message.
- 3 key: Erase
Erases the entire message.
- 4 key: Reply
Record a reply to the sender of the message (advanced feature only).
- 5 key: Copy
Send a copy of the message to other Voice Mail subscribers (advanced feature only).
- 6 key: Options
Accesses additional Listening Options.
- 7 key: Rewind
Rewinds the message in 5 second intervals.
- 8 key: Pause
Pauses the message for 20 seconds.
- 9 key: Forward
Forwards the message in 5 second intervals.
- * key: Cancel
Stops messages and returns to the main menu.
- 0 key: Help
Announces additional options.
- # key: Skip
Skips to the next message.

Forward	Save	Erase
1	2	3
Reply	Copy	Options
4	5	6
Rewind	Pause	Forward
7	8	9
Cancel	Help	Skip
*	0	#