



An Informational User Guide for:

Voice Mail

Using Your Voicemail

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 option you can press the 9 key.*

Conferencing



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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 messages 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	#