

Simple

Voice Mail

Convenient



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Reliable

USER GUIDE

1. Dial ***98** if calling from the phone your voice mail is subscribed to.
- OR**
Dial **225-5555** if calling from a remote phone.
2. Enter your voice mailbox number.
 3. If requested, **enter your password followed by the # key**. Your password will be a default of four zeros (0000) until you change it.
 4. Main Menu: **Press 1** to retrieve messages, **Press 3** to send, **Press 7** for current date and time, or **Press 9** for mailbox setup. Depending upon your mailbox setup, the first new message may play immediately.

Retrieve Messages

Options in Message Retrieval Menu:

- Press 1:** New Messages
- Press 2:** Saved Messages
- Press *:** Return to Main Menu

To Listen to Messages:

- Press 1:** Play or Re-play Message
- Press 2:** Save Message & Go to Next
- Press 3:** Delete Message & Go to Next

To Undelete Messages:

Don't hang up. Follow the voice prompts to listen to the messages. Once you have played the message you deleted,

- Press 4:** Save Message as New
- Press 6:** Forward Message *(1)*
- Press 7:** Skip Back 3 Seconds
- Press 8:** Pause/Continue Message
- Press 9:** Skip Forward 3 Seconds
- Press *:** Return to Main Menu

Options in Mailbox Setup Menu:

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

To Change or Record Your Greeting:

1. **Press 1** - Greeting Options
2. **Press 2** - (Re)-Record Your Greeting
3. **Press #** - End Recording Function
4. **Press 1** - Listen to Greeting

To Change Your Password:

1. **Press 2** - Change Your Password
2. **Enter a 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 you will remember.
3. **To verify, enter your password, followed by the # key.**

(1) Optional Feature

Notification Options:

Press 1 - Edit Page Options

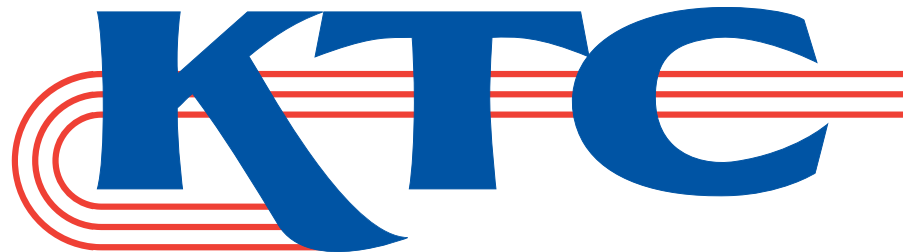
- Press 1** - Change Number to Notify
- Press 2** - Turn Off/On Pager Notification
- Press 3** - Notify Only on Urgent Messages
- Press 4** - Change Pager Type
 - Press 1** - For Phone
 - Press 2** - For Digital Pager
 - Press 3** - For Access Code Pager

Press 2 - Edit Daily Notification Options

- Press 1** - Change Number to be Notified
- Press 2** - Turn Off/On Daily Notification
- Press 3** - Change Time to be Notified

Disable/Enable Auto Login:

Note that enabling auto login does not require you to enter a password when you retrieve messages. Please use caution if privacy is a concern.



For assistance contact us at 337-643-7171.