

VOICEMAIL

quick reference

Using Your Voicemail System:

Your voicemail system is menu driven. To set up your voicemail for the first time, you must call from your home phone. Listen to the voice prompts and then press the keys on your phone to select which option you would like.

Accessing Voicemail

From your home phone:

- Dial 665-MAIL (6245).
- Enter your voicemail PIN number, then press #.
- If you have new messages they will be identified.
- After hearing any new messages, you will be presented with the Voicemail Main Menu.

From another phone:

- Dial 665-MAIL (6245).
- When prompted enter your 10 digit phone number, then press #.
- Enter your Voicemail PIN number, then press #.
- If you have new messages they will be identified.
- After hearing any new messages, you will be presented with the Voicemail Main Menu.

Change Your Password

- Once logged into your voicemail box, you will be at the Main Menu.
- From the Main Menu, press 4 to change settings.
- Press 3 for security options.
- Press 1 to change your PIN, then follow the prompts.

Record Your Personal Greeting

- Once logged into your voicemail box, you will be at the Main Menu.
- From the Main Menu, press 3 and follow the prompts.
- If you don't record a personal greeting, a generic greeting will be played.

Voicemail Main Menu

1 Play Messages	2 Send Messages	3 Change Greetings
4 Mailbox Settings	5	6 Access Deleted Messages
7 Change User	8	9
* Exit Voicemail	0 Help	#

Message Retrieval

1 Repeat Message	2 Save Message	3 Delete
4 Reply to Message	5 Send a Copy	6 Increase Volume
7 77 Skips back 5 seconds	8 Pause/Resume	9 99 Skips forward 5 seconds
* Back to Main Menu	0	# Leave as New

Greeting Options

1 Personal Greeting	2	3 Generic/Name Recording
4	5 Busy Greeting	6
7	8	9
* Back to Main Menu	0	#