

Voicemail Quick Reference



SOUTH SLOPE

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 Pin

- 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, and 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 | | | Message Retrieval | | | Greeting Options | | |
|---------------------|--------------------|------------------------------|------------------------------|--------------------|---------------------------------|------------------------|--------------------|---------------------------------|
| 1 Play Messages | 2 Send Messages | 3 Change Greetings | 1 Repeat Message | 2 Save Messages | 3 Delete | 1 Personal Greeting | 2 | 3 Generic/ Name Recording |
| 4 Play Messages | 5 | 6 Access Deleted Messages | 4 Reply to Messages | 5 Send a Copy | 6 Increase Volume | 4 | 5 Busy Greeting | 6 |
| 7 Change User | 8 | 9 | 7 77 Skips Back 5 seconds | 8 Pause/Resume | 9 99 Skips forward 5 seconds | 7 | 8 | 9 |
| * Exit Voicemail | 0 Help | # | * Back to Main Menu | 0 | # Leave as New | * Back to Main Menu | 0 | # |