

voice mail

pocket guide

When you have a new message waiting

You'll hear a stutter tone when you pick up your phone.

Helpful hint

Passcodes cannot be sequential numbers nor all the same number.

Premium Voice Mail includes:

Greeting length	60 seconds
Incoming message length	180 seconds
Incoming message	30 messages
New message saved	14 days
Retrieved messages saved	21 days

Standard Voice Mail includes:

Greeting length	50 seconds
Incoming message length	60 seconds
Incoming message	10 messages
New message saved	14 days
Retrieved messages saved	21 days

Quick Message Actions (May be used at any time)

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Fair Point
communicationsSM

1-800-400-5568

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Your temporary password is 0000.

Start by dialing xxx-6245 to begin the tutorial. The voice prompt will coach you every step of the way.

To access system from your own phone

1. Dial xxx-6244
2. Enter your 4-digit password (use 0000 the first time)

To access system if you are dialing from another location or have a blocked (private) #

1. Dial xxx-7878
2. Enter your phone number, followed by # when asked to leave a message
3. Enter 4 digit password

To listen to a message

- > Access Voice Mail, press 1

After listening to a message

1. To keep message, press 4
2. To delete message, press 5
3. Next message, press 6
4. To modify (Setup Options), press 3

To modify Setup Options

1. To modify (Setup Options), press 3
2. Outgoing (greeting), press 1
3. Voice Signature, press 2
4. Password, press 4

Actions when recording:

1. To Record, press 1
2. To Keep, press 2
3. To Delete, press 3
4. Help, press 8

Write your password here _____