

voice mail

pocket guide

accessing your mailbox

1. Dial your voice mail access number.
-If calling from a remote phone, first enter your seven digit telephone number. Then enter your password, followed by the **#** key, OR
-If using Auto Login and accessing from a remote phone enter your seven digit telephone number.
2. Main Menu: Press **1** to retrieve messages.
Press **7** for current date and time or Press **9** for mailbox setup.

accessing your sub-mailbox

(optional feature on enhanced voicemail only)

1. Follow step 1 from above.
- 2a. If you are the Group Administrator and wish to record a group greeting, press ***** to access the Group Greeting Menu. A voice prompt will guide you through those steps OR
- 2b. Enter your sub-mailbox number.
3. If requested, enter your password, followed by the **#** key. Your password will be a default code of "**0000**" until you change it.
4. Main Menu: Press **1** to retrieve messages.
Press **5** to hear which sub-mailboxes have new messages or press **9** for mailbox setup.

to retrieve messages

Three options in message retrieval menu:

- a. Press **1**: New messages.
- b. Press **2**: Saved messages.
3. Press *****: Return to main menu.

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Listen to messages:

Press **1** - Play or re-play message.

Press **2** - Save message and go to next.

Press **3** - Delete message and go to next.

Press **4** - Save message as new.

Press **5** - Reply to a message. (Optional Feature)

Press **6** - Forward message. (Optional Feature)

Press **7** - Skip back.

Press **8** - Pause or continue message.

Press **9** - Skip forward.

Press ***** - Return to main menu.

mailbox setup

Four 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 **4**: Enable/Disable Auto Login.
- Press *****: Return to main menu.

To change or record your greeting:

- Press **1** - Listen to Greeting.
- Press **2** - Keep Your Greeting.
- Press **#** - End Recording Function.
- Press **3** - Delete Greeting.
- Press **4** - Record a New Greeting.

To change your password:

- Press **2** - Change your password.
- Enter new password, followed by the **#** key.
The password can be 4 to 10 digits in length. You will be unable to access your mailbox without this password, so be sure to choose one that you will remember.
- To verify, enter your password, followed by the **#** key.

create multiple greetings

(optional feature on enhanced voicemail only)

- Press **5** - Pick a New Greeting.
Then choose a new greeting #(2-9).
- Press **2** - Record Greeting.
- Press **#** - End Recording Function.
Repeat steps 1 & 2, choosing a different greeting # each time.
- Press **5** - Pick a New Greeting.
Then choose the greeting you wish to become active.
- Press ***** - Return to main menu.
- Press **1** - Listen to Greeting.
- Press **3** - Delete Greeting.