

Voice Mail Quick Guide (v1.0)

Mailbox Setup

Mailbox Setup Tutorial

- 1.) Call Your New Number
- 2.) During Prompt, press * (STAR)
- 3.) Enter Pass Code chosen at Sign-Up
- 4.) Complete 3-Step Tutorial

Step 1: Set New Pass Code

Step 2: Record Your Name

Step 3: Record Main Greeting*

* Sample Greeting

"Thank you for calling _____.

(Optional: To send a fax, press the start key on your fax machine now.)

We're either on the phone or out of the office. Please leave your name, phone number and message. We'll call you back shortly."

How to Login to your Mailbox

- 1.) Call Your Number
- 2.) During Your Greeting, press *
- 3.) Enter Your Pass Code



Change Greeting, Name or Pass Code:

- 1.) Login to your Mailbox
- 2.) Press 8 for User Options
 - >Press 1 to Record Main Greeting
 - >Press 2 to Record Your Name
 - >Press 3 to Change Pass Code

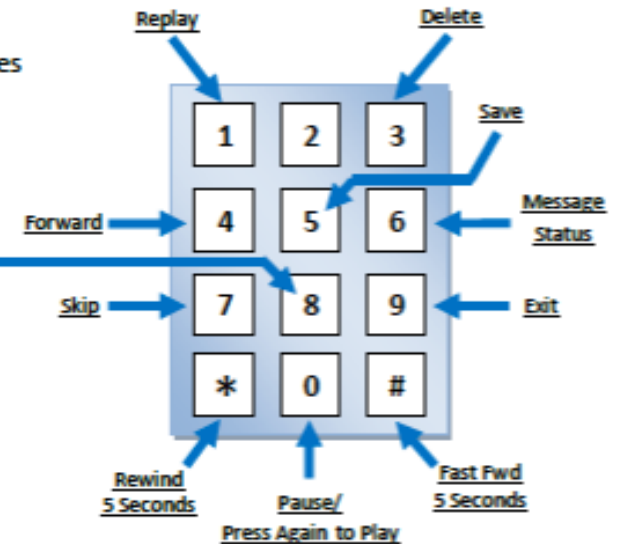
Listen to Messages

To Listen to Messages

- 1.) Login to your Mailbox
- 2.) Press 1 to Listen to Messages
(See Touch-Key Options to right)

8-Key Sub-Menu

- Press 1 = Hear Date & Time
- Press 2 = Hear Caller ID
- Press 3 = Raise Volume
- Press 4 = Lower Volume
- Press 9 = Exit



Quick Tips

Get to Know Your Voice Mail:

- Your Mailbox Greeting can be up to 2 minutes.
- Callers can Record Voice Mails of up to 3 minutes.
- Your Mailbox Holds 99 'New' Voice Mails.
- New & Saved messages are kept for 50 days, unless Deleted.
- If you accidentally Delete a Message, don't worry! You can Recover it from the Deleted folder for up to 5 days.
- Your Pass Code can be 4-8 digits.

