

Voice Mail

How To Set Up Your Voice Mail The First Time

1. Dial your telephone number.
Exception: California: Dial 1 + your telephone number when dialing from your telephone number.
Wisconsin: Dial 1-866-617-7580 when dialing from your telephone number.
2. While the initial greeting is playing, Press the * key.
3. When asked, enter your temporary password: the last four digits of your telephone number, then Press #.
4. Now you may personalize your Voice Mail system by setting a new password (minimum 4 digits), recording your name, and recording or choosing a greeting for callers.

When you're finished, just hang up so the new settings can take effect.

Checking Messages From Your Own Phone

1. Dial your 10 digit telephone number.
Exception: California: Dial 1 + your telephone number when dialing from your telephone number.
Wisconsin: Dial 1-866-617-7580 when dialing from your telephone number.
2. Press * during greeting.
3. Enter your password.
4. Press 1 to play your first message.

After (or while) listening to your messages, you can:

- Press 7 to delete, Press 9 to save, Press # to skip
- Press 1 to rewind the current message
- Press 3 to fast forward the current message

Checking Messages From A Remote Phone

1. Dial your 10 digit telephone number.
Exception: California: Dial 1 + your telephone number.
Wisconsin: Dial 1-866-617-7580
2. Press * during greeting.
3. Enter your password.
4. Press 1 to play your first message.

After (or while) listening to your messages, you can:

- Press 7 to delete, Press 9 to save, Press # to skip
- Press 1 to rewind the current message
- Press 3 to fast forward the current message

Main Menu

Review Messages	1
Personal Options	4
Exit the System	*
More Options	0
Recover Messages	1 9
Deleted this session	
Restart Sign-in	5

Oops Feature

If you have accidentally discarded a message, you may retrieve it by pressing 1 then 9 after listening to all new messages.

Personalizing Your Voice Mail

(Change of Password, Personal Greeting, etc.)

1. At the Main Menu, Press 4 to access your Personal Options menu.
2. For Administrative Options, Press 2.
 - Press 1 to change your password, then follow prompts
 - Press 4 for Message Auto Play (on/off)
 - Press 5 for Day/Time stamp (on/off)
 - Press 8 to change your message playback order
3. For Greeting/Name Options, Press 3.
 - Press 1 to select or record greeting (choose from up to three personal greetings or choose the standard system greeting), then Press 9 to save greeting
 - Press 2 to play active greeting
 - Press 4 to record name
4. For Language Options, Press 5.
 - Press 1 for Owner's Menu Options: then Press 1 for English or Press 2 for Spanish
 - Press 2 for Caller's Menu Options: then Press 1 for English or Press 2 for Spanish

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At any time, Press * to cancel and go back to the previous menu
or Press ** to go back to the Main Menu
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PLAY MENU (during review)		
1 Rewind	2 Pause	3 Fast Forward
1 1 Reply	3 3 Skip to End	
4 Slower Speed	5 Date/Time	6 Faster Speed
7 Delete	9 Save	
8 9 Normal Volume	9 9 Louder Volume	
* Back Up	0 More Options	# Skip
# # Skip to Saved Message		

PLAY MENU (after review)	
Reply to this Message	1
Play Date & Time	5
Delete	7
Save	9
Skip to Next Message	#
Play Previous Message	2
Recover Messages Deleted in this Session	1 9
Skip to Saved Message	# #

General Info

Greeting Length: up to 60 sec
Incoming Message Length: up to 3 min
Mailbox Capacity: 40 messages
Message Retention: 30 days

New Message Indicator†

A distinctive "stutter" dial tone when you pick up your phone indicates new messages. Depending on your phone equipment, you may see a steady or flashing message light. The indicator will remain active until you've listened to all messages.

† Not available in some areas.