

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: your 10 digit telephone number, then Press #.
4. Now you may personalize your Voice Mail system by setting a new password (password must be 4-10 digits), recording your name, and recording or choosing a greeting for callers.
Note: While setting your password do not use your telephone number as your password.

Check Messages From Your Own Phone or from a Remote Phone

1. Dial your 10 digit telephone number.
*Exception: California: Dial 1 + your telephone number when dialing from your telephone number or remotely.
Wisconsin: Dial 1-866-617-7580 when dialing from your telephone number or remotely.*
 2. If you hear your voice mail greeting press * to interrupt greeting. Otherwise skip to #3.
 3. Enter prompted information (password and/or mailbox number.)
Your mailbox number is your 10 digit home phone number.
 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 6 to skip
 - Press 1 to rewind the Current Message
 - Press 3 to fast forward the Current Message

Oops Feature

While playing messages if you have accidentally discarded a message, you may retrieve it by pressing "7" again after deleting the message.

Personalizing Your Voice Mail

(Change of Password or Personal Greeting)

1. At the Main Menu, Press 0 to access your Mailbox Options menu.
 - Press 1 to record greeting
 - Press 2 to manage your temporary greeting
 - Press 3 to change your password

General Info

- Greeting Length: up to 60 secs
- Incoming Message Length: up to 3 mins
- Mailbox Capacity: 40 Messages
- Message Retention: 30 Days (messages in Saved Folder stay until you delete them)

New Message Indicator[†]

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

[†] Not available in some areas.

Main Menu	PLAY MENU (during review)	PLAY MENU (after review)
Review Messages 1	1 Rewind 2 Pause/Resume 3 Fast Forward	4 Previous Message 4
Change Folders (New, Old & Saved Messages) 2	4 Previous Message 5 Repeat Message 6 Skip	5 Repeat Current Message..... 5
Mailbox Options 0	7 Delete 8 Play Date & Time 9 Save	6 Next Message 6
Repeat Options *		7 Delete/Undelete 7
Exit the System #		8 Play Date & Time 8
		9 Save 9
		Other Options *
		Exit the System..... #