



Quick Start Card For Voice Mail

Main Menu Options

- 1 – New messages
- 2 – Change Folders
- 3 – Advanced Options (not available)
- 0 – Voice Mailbox Options
- * – Repeat the Menu Options
- # – Exit from the Voice Mail System

Change Folder Options

- 0 – New messages
- 1 – Old messages
- 2 – Work
- 3 – Family
- 4 – Friends
- # – Return to Main Menu

Voice Mail Box Options

- 1 – Record your unavailable message
- 2 – Record your busy message
- 3 – Record your name
- 4 – Record your temporary greeting
- 5 – Change your password

Create a Voice Message Options

Voice Mail asks you to record the message after the tone.

When you are finished, dial # or hang up.

Either action disconnects your call and stores the message in the "New" messages folder.

Record a message/greeting

Voice Mail asks you to record the message after the tone.

After the tone say your message, and then press the # key.

Voice Mail gives you these options:

- 1 – Accept this recording
- 2 – Listen to the recording
- 3 – To re-record your message

Change your Password

Voice Mail asks you to enter your new password followed by #.

Enter your new password, and #.

Voice Mail asks you to re-enter your new password followed by #.

Enter your new password and # again.

Voice Mail confirms that your password has been changed, and returns you to the Voice Mail Box options.

Voice Mail Retrieval

* **From your subscribed phone**
Pick up the handset.

Dial *98, then follow the prompts

* **From any other location**
Pick up the handset and dial your home phone number.

When you hear your recording push the * key.

When prompted for your mailbox number enter your 10 digit phone number.

Listen for the prompt for your password.

Enter your password.

Default Password is your 10 Digit Phone Number

Voice Mail Message Controls

- 1 – Interrupt message introduction
- * – Rewind the message by 3 seconds
- # – Forward the message by 3 seconds

After message has played:

- 3 -- Advanced options
- 5 – Repeat the current message
- 6 – Play the next message
- 7 – Delete this message
- 8 – Forward this message
- 9 – Save this message