



VOICEMAIL QUICK REFERENCE GUIDE

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Using The Voicemail System

To access your voicemail:

From your home phone: dial *99.
From any other phone: dial 1-800-258-1541

The voicemail system is menu driven. Listen to the voice prompts and then press the keys on your phone to select the option you would like.

The first time you access your voicemail box, you will be asked to enter a default PIN (168272). You will then be prompted to create your own login PIN, record your name and record a greeting. Your PIN must be at least 6 digits long, not sequential numbers or repeating numbers.

Playback Keys

- 6** Increases the volume of a message.
- 7** Slows the playback of a message. Press incrementally to reduce the speed of the message.
- 8** Pauses playback of a message up to 20 seconds. Press 8 again to resume playback.
- 9** Speeds the playback of a message. Press incrementally to increase the speed of the message.
- 11** Returns to the previous message.
- 77** Skips BACKWARD 5 seconds within the message.
- 99** Skips FORWARD 5 seconds within the message.
- *** Returns to the previous menu.
- #** Skips to the next message during playback of a message body. Also skips to the message body if pressed during the message header.
- 0** Helpful Hints.

1 To Review Messages

- | | | |
|------------------------|----------------|----------------------|
| 1 Repeat | 2 Save | Hear Messages |
| 3 Erase | 4 Reply | 5 Send a Copy |
| # Mark as Saved | | |

2 To Send Messages

- | | | |
|----------------------------------|-------------------------|--------------------------|
| 1 Review Message | 2 Mark as Urgent | 3 Mark as Private |
| 4 Re-Record Message | 5 Report on Send | 6 Report on Read |
| 7 Add or Delete Recipient | # Send As Is | |

3 Working with Greetings Menu

- | | | |
|----------------------------|---------------------------------------|---|
| 1 Personal Greeting | 2 Extended Audience | 3 Systems Generated Greetings & Name Recording |
| 5 Busy Greeting | 6 Out-of-Office Hours Greeting | 9 Forward Calls to Voicemail Greeting |
| * Exit Menu | | |

4 To Review Mailbox Settings

- | | | |
|--------------------------------|---|---------------------------|
| 1 Group Lists | 2 Hands Free/ Time Saver Options | 3 Security Options |
| 5 Notification Settings | 6 Additional Settings | * Exit Menu |

6 To Review Erased Messages

- | | | |
|-----------------|----------------------|----------------------------|
| 1 Repeat | 2 Restore | 3 Permanently Erase |
| 4 Reply | 5 Send a Copy | # Next Message |

7 To Switch Accounts

- Enter Phone Number, Then # or *