



## **VOICE MEMO: VOICE MESSAGING SYSTEM**

### **ECONOMY VOICE MAILBOX**

- 12 messages, 1 minute maximum
- 7 day unplayed retention
- 2 day played retention

### **BUSINESS VOICE MAILBOX**

- 20 messages, 5 minute maximum
- 14 day unplayed retention
- 5 day played retention

### **CUSTOM VOICE MAILBOX**

- You tell us how many messages you want
- You tell us how many days for unplayed retention
- You tell us how many days for played retention
- You can make distribution lists and give messages to other mailboxes!

\* Call our office for pricing information

## **MAILBOX SETUP**

### **Step 1: Record Your Personal Greeting**

1. Dial 224-4191 (The Voice Mail Access Number)
2. Dial your telephone number and then press #
3. At the prompt, enter your Password which will be 0000 (4 zeros)\*
4. This will bring you to the Main Prompt then:
5. Press 9 for Mailbox Setup Options
6. Press 1 for Greeting Options
7. Press 2 to Record a Greeting
8. At the tone, record your greeting. When you are finished press the # key.

\*you will need to change your password as soon as possible see Step 2 below

### ***For the User Needing Multiple Greetings:***

1. For multiple greeting options Press 5
2. Pick the greeting # (2-9) you want to record
3. Press 2 to Record a Greeting

4. At the tone, record your greeting. When you are finished press the # key.
5. Continue doing this choosing a different greeting # each time.
6. Press 5 to pick the greeting you want to activate when you are done recording
7. Press \* key to return to the Mailbox Setup Menu.

## **Step 2: Change Your Password**

1. Dial 224-4191 (The Voice Mail Access Number)
2. Dial your telephone number
3. Dial your password followed by the #
4. Press 9 for mailbox Setup Options
5. Press 2 to change your Password
6. Enter your new Password (1-16 digits) followed by the # key.
7. Re-enter your password followed by the # key.
8. Hang up

## **Step 3: Listening to Your Messages from Your Phone**

1. Dial 224-4191 (The Voice Mail Access Number)
2. Dial your telephone number
3. Dial your password followed by #
4. Press 1 to retrieve messages
5. Press 1 again to listen to the new message
6. After you have listened to the message a voice prompt will ask you to:
  - a. Press 1 – To listen to the message again
  - b. Press 2 – To save the message and listen to the next message
  - c. Press 3 – To delete the message and listen to the next message
  - d. Press 4 – To save the message as new
  - e. Press 6 - Forward the message to another mailbox
7. Press the \* key to return to the Main Menu

## **Step 4: Accessing Voice Mail from Another Line**

There are two ways to access your Voice Mail from any touch tone phone when you are away from home:

1. Dial your home phone number (include area code if calling long distance)
2. When the greeting begins, press the \* key.
3. When prompted, enter your Password followed by the # key.
4. Press 1 to retrieve your messages

### **OR**

1. Dial 224-4191 (Voice Mail Access Number)
2. When prompted, enter your phone number
3. When prompted, enter your Password followed by the # key.
4. Press 1 to retrieve your messages.