Voice Mail Set Up Instructions

(Follow the voice commands when prompted)

If you are at home:	If you are not at home or are voice mail only:
Dial *83	Dial your home phone number
When asked for mail box number,	When you hear the default greeting,
press the # key	press the # key

Enter your (temporary) four digit password of 0000 (4 zeros's) followed by the # key

Press 9 - to set up your mailbox

Set Up Menu

- **For Greeting Options**   **Press 1**

    You can disregard this step if you choose to use the default greeting of:
  "The party you have dialed(does not answer) or (is busy). Please leave a message after the tone".
    Or
    Press 4 to record a custom greeting and follow the command prompts.
    Be sure and Press 2 to save your custom greeting. When finished,
    Press * to return to the "*set up menu*".

- **To Change Your Password**   **Press 2**

    Follow the prompts to change your password. The password is any
    series of up to 16 digits that you choose. Choose a password that
    you can remember as you will be unable to access your voice mail
    without it. You may want to write down your password and keep
    in a secure location for future reference.

- **To Change Your Auto Log In Option**   **Press 4**

    "*Auto log on*" is disabled by default. If enabled, you can access
    your voice mail from home without entering a phone number or
    password. You may turn this feature on or off from this menu.

    Please hang up the phone.

Congratulations! You have successfully set up your voice mail with a greeting and new password. You have chosen whether you want the "*auto log in*" option enabled or disabled. If you have any questions, please call customer service at 785-2211 or toll free at 1-800-253-2511.

Voice Mail Instructions

To access your voice mail from home

If "*Auto Log In*" is <u>enabled</u> – Dial *83.   If "*Auto Log In'*" is <u>disabled</u> – Dial *83
                                                  When asked for the phone number - press the # key
                                                  At prompt - enter your personal password & press the # key

(Go to "Main Menu" instructions)

Or

To access your voice mail if you are <u>*not at home -*</u> dial your phone number. When you hear your greeting start to play, press the # key.

At prompt, enter your personal password followed by the # key. You will now be directed to the "Main Menu".

Main Menu

To Listen To Your Messages   Press 1

         To listen to __NEW__ messages   Press 1 **
         To listen to __SAVED__ messages   Press 2 **

To Play The Current Date & Time   Press 7

To Set Up Your Voice Mailbox   Press 9
(see "set up instructions" on other side of page)

** Below are the options you will have from the choices listed above

Press 1 - To play the message   Press 4 - To save this message as new
Press 2 - To save this message & play the   (used to undelete a message)
        next message   Press * - To return to the main menu
Press 3 - To delete this message & play the   Press 0 - To hear these instructions again
        next message

IMPORTANT NOTE: To ***undelete*** a message – **DO NOT HANG UP**. Follow the voice promps to re-listen to the message. Once you have re-played the message you deleted, Press 4 to save the message as new.

Prior to exiting your voice mail, you will still be given the number of total messages. After hanging up, the message(s) you deleted will then be cleared. Messages cannot be retrieved after exiting.