



Voice Mail Guide

To Set Up Your Mailbox:

1. Call your mailbox: **498-2310**
2. Let the voice prompt guide you through the introduction to set up your:
 - Password
 - Outgoing Message
 - Voice Signature

To Change Your Mailbox Settings

I. Outgoing message and voice signature

1. Call Voice Mail and log in
2. Press **3** to Modify
3. Press **4** to Set up
4. Press **1** for Outgoing or
Press **2** for Voice Signature
and listen to prompts
5. Press **#** after recording
6. Press **2** to Keep recording

II. Password

1. Press **3** for Modify
2. Press **4** to Set up
3. Press **4** for Password
4. Key in new password, press **#**

Use procedures I and II above to modify your personalized mailbox.

To Listen To a Message From Your Home Phone

1. Call your mailbox (498-2310)
2. Listen to Voice Signature and log in with your password followed by **#**
3. Press **1** to Listen
4. To exit, hang up or press **99**

To Log In To Your Mailbox Away From Home

1. Dial your telephone number from any touch tone phone
2. Press **#** during your outgoing message
3. Enter password number followed by **#**

While Listening To a Message

- 1** Back 8 seconds
- 11** Back to beginning of message
- 111** Back to beginning of prior message
- 3** Forward 8 seconds
- 33** Forward to end of message
- 4** Loudness: **1** Low
5 Normal
9 High

After Listening To a Message

- 4** Keep message
- 5** Delete message
- 6** Next message

User Friendly Key Functions

- 8** Help!
- *** Complete current action
- #** Cancel current action
- 7** Pause / Resume