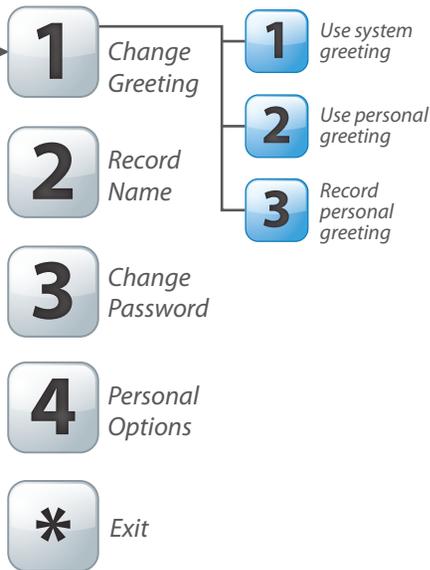# VOICE MESSAGING
QUICK GUIDE

PHONE ACCESS INSTRUCTIONS

1. Call your phone number *(plus sub-mail box number with Enhanced VM)*
2. Press *
3. Enter passcode (last 4 digits of phone number)
4. Change your passcode
5. Press 1 to change personal greeting
6. Press 3 to record personal greeting
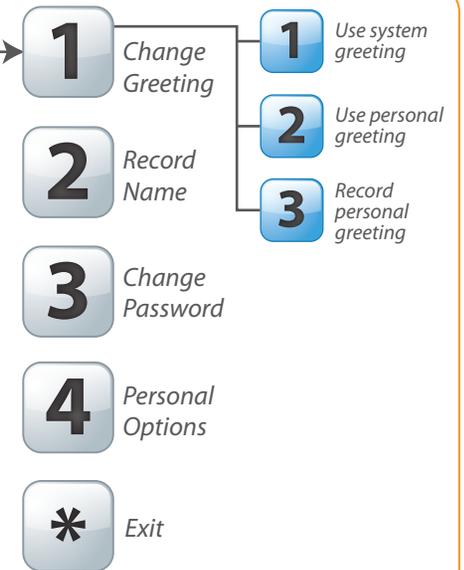7. Press 1 if you are satisfied with the greeting
8. Press * to exit

1 Change Greeting
 - **1** Use system greeting
 - **2** Use personal greeting
 - **3** Record personal greeting

2 Record Name

3 Change Password

4 Personal Options

* Exit

SETTING UP YOUR MAILBOX

1. To access the voice messaging system, dial your phone number *(plus sub-mail box number with Enhanced VM)*, then press * and follow prompts.

2. To listen, delete and save messages, press the following keys:

1 Replay current message

2 Skip current message

4 Skips back 5 seconds while playing message

5 Skips ahead 5 seconds while playing message

7 Delete current message

9 E-mail message*

* Exit

* User must have e-mail address defined for this command to work.

CHECKING YOUR MESSAGES

VOICE MESSAGING
QUICK GUIDE

1. After logging onto the Internet site, go to the "settings" tab off the main screen.
2. From here, you can change the following options on your e-mail account:

Welcome, John Smith

Name:

First Name: John
Last Name: Smith

Email Options:

☑ Voicemail Forwarding - Email with Voicemail attachment
Email address: john@email.com

☑ Voicemail Notification - Notify Email without attachment
Email address: 5735551234@mycellphone.net

Notification Message Format:
Include:
☑ Caller ID Name   ☑ Time of Message
☐ Caller ID Number   ☑ Date of Message
☐ Length of Message   ☐ Your Mailbox Number

Displays your name

Adjusts the name on your account and how it appears on your screen.

Check the box and enter the e-mail address where you want new voice messages sent. The e-mail will have an attachment of the voicemail.

Check the box and enter the e-mail address where you want notification of new voice messages sent. (Messages will not be attached.)

Check the box for the information you want displayed on your message notifications.

CHANGING YOUR SETTINGS

Click the messages button on your main screen to access voice messages. From the Messages Screen (below) you will be able to review, play and delete messages online.

Old Messages: 2   New Messages: 1
Voicemail Capacity: 2 out of 60 minutes used (3.33%).

Delete	New	Call From	Received	Length
Delete	◄ !	(5733344124)	Wednesday, October 13, 2004 at 5:59:48 PM	3 seconds
Delete	◄	(6182361882)	Wednesday, September 01, 2004 at 9:40:39 PM	1 minute, 46 seconds

Deletes current message

Click speaker image to play message

Red exclamation point indicates new message

Shows the telephone number of the person who left message

Shows the day, date and time of message

Shows the length of time your message lasts

CHECKING YOUR MESSAGES