Voicemail Instructions

TO RECORD THE MAIN GREETING:

1. Dial your Call Forwarding telephone number **XXX-XXX-XXXX**

2. When you hear the recording press the **#** key twice.

3. Enter your main password, **12345**.

4. Press **2** to record your main greeting then press the **#** key when you are finished. To listen to your new recording press **1**, to record again, press **2**, to save your new main greeting press **3**.

TO RECORD THE MAILBOX GREETING:

1. Dial your Call Forwarding telephone number **XXX-XXX-XXXX.**

2. When you hear the recording press the **#** key once.

3. Choose the appropriate mailbox number.

4. Enter your four digit mailbox password, **1234**.

5. Press **3** for mailbox options.

6. Press **1** and then press **2** when prompted to record. Press the **#** key when you are finished. To listen to your new recording press **1**, to record again press **2**, to save your new mailbox greeting press **3**.

LISTENING TO YOUR VOICE MAIL MESSAGES

1. Dial your Call Forwarding telephone number **XXX-XXX-XXXX**.

2. When you hear the recording press the **#** key once.

3. Choose the appropriate mailbox number.

4. Enter your four digit mailbox password, **1234**.

5. Press **1** to listen to new messages, press **2** to listen to saved messages. After you listen to your messages, a prompt will direct you to press **1** to save your message, **2** to delete your message, or **3** to forward your message to another mailbox.

MAILBOX OPTIONS

Each individual mailbox is personalized with our customer's voice greeting. The following are additional options available on a per mailbox basis. They are available by pressing **3** after entering the four digit mailbox password.

1. **Alert Notification:** Each mailbox has the option of alerting the pager/cell phone when a new message is received. There may be times our customer does not want to be paged when a new message is left. Our customer can change their notification alert anytime, 24 hours a day, 7 days a week.

2. **Changing Password:** Each mailbox has a password that allows the user to modify their service. This can be done anytime, 24 hours a day, 7 days a week.

Helpful Hints for Voice Mail

1. Press the **#** key to skip to the next menu.
2. Press the ***** key to return to the previous menu.
3. Press the **9** key to repeat menu options.