

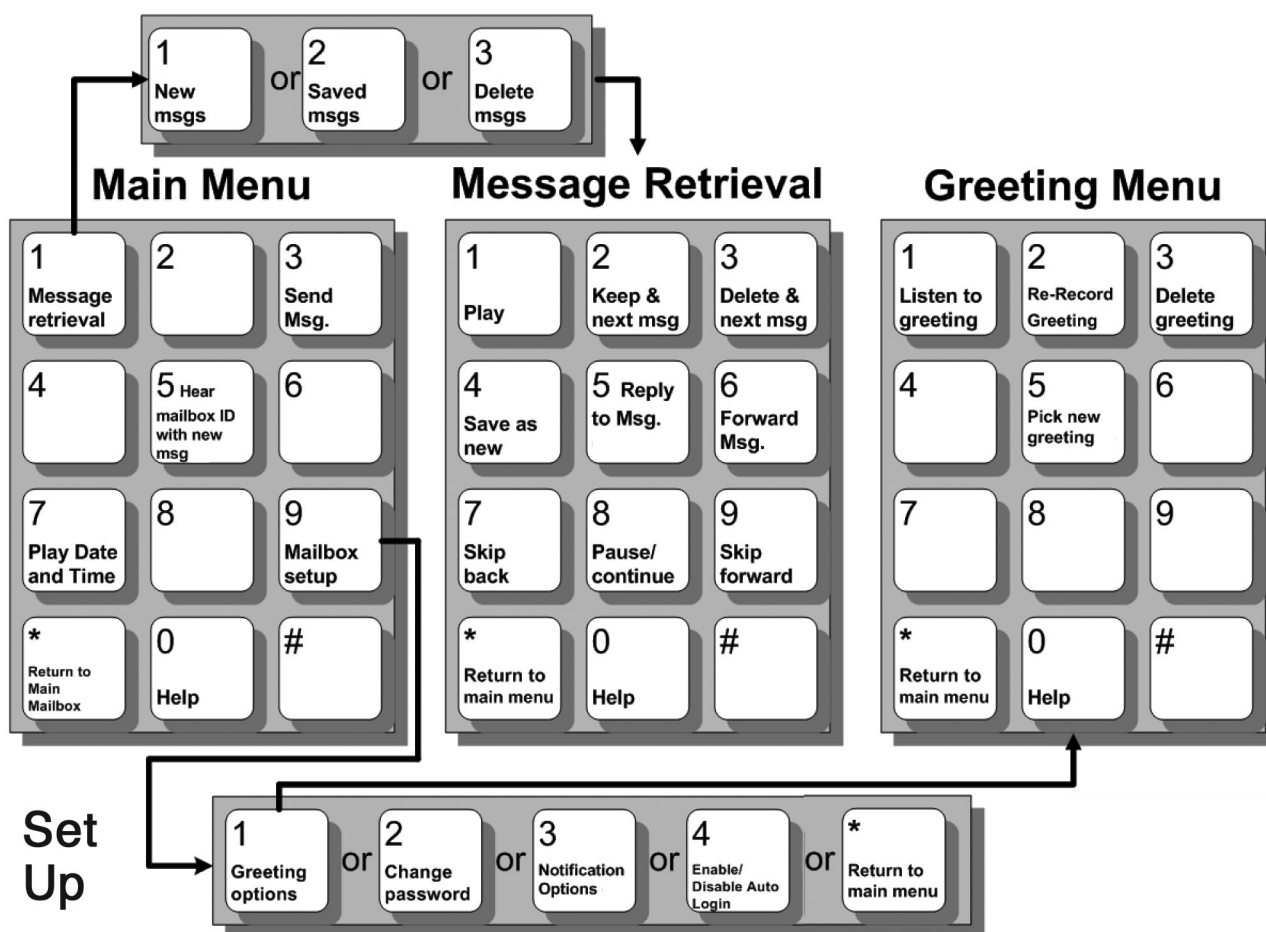
Simple

Voice Mail

Convenient

Reliable

USER GUIDE - ENHANCED



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Accessing Your Mailbox

(The enhanced Voice Mail System offers multiple mailboxes for a single phone number)

1. From home dial *98. When asked for your mailbox number, **press the # key** if auto login is turned off.

Away from home dial 839.5999. When asked for your mailbox number, **enter your 7 digit telephone number.**
2. Enter your Mailbox ID number.
3. If requested. Enter your password, followed by the # key. Your password will be a default of four zeros (0000) until you change it.
4. At the Main Menu:
Press 1 To retrieve messages
Press 3 To send message
Press 5 Mailbox ID with new message
Press 7 Current date and time
Press 9 For mailbox setup

Notes: To set up Group Greeting (that all callers hear), follow step 1 from above. Press * to access the Group Greeting Menu. Voice prompts will guide you through these steps. Note: Please call the office to set up the number of mailboxes needed.

You can also access your mailbox away from home by dialing your phone number, pressing the *Key and following the prompts.

To Retrieve Messages

Three Options in Message Retrieval Menu:

- a) Press 1: New Messages
- b) Press 2: Saved Messages
- c) Press *: Return to Main Menu

To Listen to Messages:

1. Press 1: To play or re-play
2. Press 2: To save and go to next
3. Press 3: To delete and go to next

To Undelete Message:

Don't hang up. Follow the voice prompts to listen to the message you deleted and Press 4 - Save message as new.

4. Press 4: To save message as new
5. Press 5: To reply to a message
6. Press 6: To forward message
7. Press 7: To skip back three seconds
8. Press 8: To pause or continue message
9. Press 9: To skip forward three seconds
10. Press *: To return to main menu



**For assistance, contact us at...
519.839.4734**

To Set Up Mailbox

Five Options in Mailbox Setup Menu:

- a) Press 1: Greeting options (you can disregard this step if you choose to use the default greeting)
- b) Press 2: Change password
- c) Press 3: Notification options
- d) Press 4: Disable/enable auto login
- e) Press *: Return to main menu

Change or Record Your Greeting:

1. Press 1: Play greeting
2. Press 2: Re-record your greeting
3. Press 3: Delete greeting
4. Press 5: Pick a new greeting #(2-9)
5. Press *: Return to main menu

To Change Your Password:

1. Press 2: Change your password
2. Enter new password, followed by the # key. The password is any series of up to 16 digits you choose. You will be unable to access your mailbox without this password, so be sure to choose one you will remember.
3. To verify, Enter your password followed by the # key.

To Disconnect: Simply Hang Up

(The enhanced Voice Mail System also offers pager notification when a new message is received. Press 9 on Main Menu for Mailbox Setup, then Press 3 Notification Options. Voice prompts will guide you through these steps.)