

# Voicemail User Guide

Never miss a call again. Voicemail works like an answering machine but is better in so many ways. Voicemail is easy to use, convenient, and only costs pennies a day!



- Works like an answering machine ready to take messages 24 hours a day
- Is easy to use and convenient...helpful prompts guide you around
- Receives messages while you're on the phone
- Listen to messages from any phone at any time
- Helps you manage your messages
- Sends you new message notifications via email, pager or text message
- Shows the caller's phone number and when they called
- Emails a recording of the message to any valid email address

## Initial Setup

- 1 Dial the Voicemail access number.
- 2 Press \* to interrupt the greeting.
- 3 Enter 1234 as the initial password.
- 4 Follow the prompts to change your password.
- 5 Press 5 to create your personal greeting.

## To Access Your Messages

- 1 Dial your Voicemail access number.
- 2 Press \* to interrupt the greeting and enter your password.
- 3 Follow the prompts or use the menu below.

## Setting up Trusted Numbers

- 1 Press 5 to access the Setup Options menu. Press \* to cancel at any time.
- 2 Press 3 to enter the Trusted Numbers Setup menu. Choose a trusted number carefully since anyone calling from a trusted number can access your Voicemail.
  - a. Press 1 to add a new trusted number. Enter a ten-digit phone number including area code. The number will be repeated back to you. Press 1 to save, press 2 to re-enter.
  - b. Press 2 to hear existing trusted numbers. After each number is played back, press 1 to keep the number, press 2 to delete it, press 3 to repeat it.

Main Menu	
New Message	1
Old Message	2
Setup Option	5
Exit	*

Setup Options	
Change Greeting	1
Change Password	2
Exit	*

Message Navigation	
Repeat Message	1
Delete	2
Skip	3
Backwards	4
Pause	5
Forward	6
Slower	7
Volume	8
Faster	9
Time Stamp	0
Exit	*