Geetingsville Telephone Voice Mail Quick User Guide

ACCESS YOUR VOICE MAIL

From the phone subscribed to the service:
1. Dial 258-8000.
2. If prompted, enter your password and then #.

From a different phone:
1. Dial 258-8000.
2. Enter your 10-digit mailbox number.
3. Enter your password and then #.

RECORD YOUR GREETING

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 2 to record your greeting.
5. Record your greeting and then press #.

CHANGE YOUR PASSWORD

1. Access your voice mailbox
2. Press 9 for the mailbox setup menu.
3. Press 2 to change your password.
4. Enter your new password and then press #.
5. When prompted to verify the password, enter it again and then press #.

RETRIEVE MESSAGES

1. Access your voice mailbox.
2. *Your first new message may play immediately. If not, press 1 to listen to your messages. You will hear the announcement "You have x new messages and x saved messages."*
3. Press 1 to listen to new messages.
4. Press 2 to listen to saved messages.

WHEN RETRIEVING MESSAGES, YOU CAN:

Press 1   Play the message again
Press 2   Save the message and play the next
Press 3   Delete the message and play the next
Press 4   Save the message as new
Press 5   Reply to the message*
Press 6   Forward the message to another mailbox*
Press 7   Skip backward in the message
Press 8   To pause the message
Press 9   To skip forward in the message

* Voice Mail package must be set to allow this capability.

Your Voice Mailbox
Number Is: _____

Your Voice Mailbox
Password Is: _____

USING VOICE MAIL TO E-MAIL:

1. Check your E-Mail as you normally would.
2. When you get a voice mail message, you will receive an email from 'YOURTELEPHONE' delivered right to your inbox. The message will have an attachment.
3. Open the attachment and your media player will play the message.
4. If desired, save the attachment on your PC.
5. Follow the links in the message to save or delete the message from the Voice Mail system.

Important Note: Your Voice Mailbox has a Pre-Set amount of message storage. To prevent messages from being automatically deleted from your mailbox, please contact our office to increase the retention time for your Voice Messages.

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