

Getting Started

1. From your business phone dial your access number and have your temporary password ready.
2. Enter your temporary password.
3. Follow the voice prompts to create a new password, record your name to identify your mailbox, and record your personal greeting.

Note: These steps must be completed in one call or you will be asked to start over the next time you call.

Accessing Your Mailbox

From Your Own Touch-Tone Business Phone

1. Dial your access number.
2. Enter your new personalized password.
3. Press **1** to review messages or make your Main Menu selection.

For Quick Access to Your voice mailbox, try our newest feature, ***98**.

1. Dial ***98** from the phone line that has your mailbox.
2. Enter your new personalized password.
3. Press **1** to review messages or make your Main Menu selection.

Note: This service is available on a subscription basis only. Not available on Centrex voice mail. Check your local business office for availability in your area.

From a Touch-Tone Phone Outside Your Business

1. Dial your access number.
2. Press **#**.
3. Enter your 10-digit mailbox number (area code and phone number).
4. Enter your password.
5. Press **1** to review messages or make your Main Menu selection.

Try Easy Access When You Are Away From the Office

1. Dial your mailbox number.
2. When you hear your voice mail greeting, press **9** during the greeting.
3. Enter your password.
4. Press **1** to review messages or make your Main Menu selection.

Keys to use anytime

To...	Press...
HELP or more options	0
CANCEL previous entry or exit a set of options	#
SKIP a message	#
COMPLETE a step	#
CUT SHORT a prompt	#

Main Menu Keys

To...	Press...
LISTEN to new, skipped, and saved messages	1
CHECK unheard messages ¹	11
PERSONAL OPTIONS to make changes	2
SEND a message	3
CHECK RECEIPT ²	4
EXIT	#

Reviewing Messages

From Main Menu press **1** to enter Reviewing Messages Options.

While listening to your message:

To...	Press...
PAUSE (Press 2 again to continue)	1
REWIND to beginning	11
PAUSE (press 2 again to continue)	2
FAST FORWARD 10 seconds	3
FORWARD to end	33

SLOW message speed	4 4
DATE and TIME message received	5
INCREASE message speed	6 6
NORMAL volume	8
LOUDER volume	9
CANCELS previous entry	*
HELP	0
SKIP to next message	#
SKIP to saved message	# #
After listening to your message:	
REPLAY	4
DATE/TIME	5
FORWARD ¹	6
ERASE	7
REPLY ¹	8
SAVE	9
HELP	0

Personal Options

Administrative

From Main Menu press **21** to enter Administrative Options.

- Press **1** to change your password.
 1. Enter your new password (4-15 digits).
 2. Press **#** when finished.
- Press **2** to change your prompt/help level.
 1. Press **1** for STANDARD PROMPTS.
 2. Press **2** for EXTENDED PROMPTS.
 3. Press **3** for RAPID PROMPTS with abbreviated instructions.
- Press **3** to Turn On/Off Date and Time Stamp.
 1. Press **1** to turn ON.
 2. Press **2** to turn OFF.

Note: For all new subscribers, the Date and Time Stamp is automatically turned ON.

- Press **6** to Turn On/Off AutoPlay/AutoSave¹.
 1. Press **1** to turn ON.
 2. Press **2** to turn OFF.

Note: Lets you listen to messages continuously without having to save, skip or erase to get to the next message. For all new subscribers, the AutoPlay/AutoSave function is automatically turned ON.

¹ For extension mailboxes, set AutoPlay through the host mailbox.

Greetings

From Main Menu press **22** to enter Greetings Options.

- Press **1** to Activate Standard Greeting.
 1. Press **1** to turn ON.
- Press **12** to record your Personal Greeting.
 1. Press **#** when FINISHED recording.
- Press **2** to Record your Name for Mailbox ID and Standard Greeting.
 1. RECORD Your name
 2. Press **#** when FINISHED recording.
- Press **3** to Record an Extended Absence Greeting¹.
 1. RECORD your greeting.
 2. Press **#** when FINISHED recording.
 3. Press **1** to REPLAY your greeting.
 4. Press **#** to RE-RECORD your greeting.

After recording your message:

- Press **1** to REPLAY your greeting.
- Press ***** to RE-RECORD your greeting.
- Press **#** to SAVE.

Message Notification

From Main Menu press **24** to enter Notification Options.

- Press **3** to Turn On Notification.
- Press **4** to Turn OFF Notification.

When Message Notification is turned on, you will hear an interrupted dial tone indicating that there is a message waiting. A visual message indicator may also be available in your area.