

▶ Set up your main mailbox

<i>If you want to:</i>	<i>Do this:</i>
Call your mailbox	Press * 9 8 from your office phone and enter password if requested. If you're away from the office, you have two options: 1) dial the voice mail access number, press * , and enter your mailbox number, or 2) dial your office number, press * during the greeting, and follow the voice instructions.
Set up your main mailbox	<p>Access your voice mail by following "Call your mailbox" instructions above.</p> <p>At prompt, enter your temporary password.</p> <p>Enter your new 4- to 10-digit password, followed by #.</p> <p>Record the name that will be heard for your mailbox.</p> <p>Establish a greeting for callers to hear when the line is busy. For standard busy greeting, press 1, or to hear a personal greeting press 2. (Busy greeting not available if your voice mail service has submailbox service.)</p> <p>Select or record a greeting for callers when the call is not answered. For standard greeting, press 1, or record a personal greeting by pressing 2.</p>
Find out if you have new messages	Lift your handset. If you hear a "stutter" dial tone, you have a new message waiting. If you have special message waiting equipment, you may also see a message waiting light (not available in all areas).
Listen to messages	Call your voice mail service using one of the methods described in "Call your mailbox." Messages will play automatically.

<i>If you want to:</i>	<i>Do this:</i>
Access the main menu	<ul style="list-style-type: none"> 1 1 Check unheard messages (autoplay off) 1 Review messages 2 Send a message 4 Check receipt of message 9 Change options 0 More options * Exit voice mail service
Skip your password	<p>To go directly to the mailbox without entering a password each time you call, turn on the Password Skip. Just press 9 1 3 2 at the main menu, and follow the voice instructions. (Initially, Password Skip is set off. Turning Password Skip on is not recommended if you have submailbox service.)</p>
Change your greeting	<p>Press 9 3 1 at main menu, and follow voice instructions. If you have Wireline-Wireless Mailbox service, see the section on the Wireline-Wireless feature for instructions on recording greetings.</p>
Set up an extended absence greeting	<p>Press 9 3 2 at main menu, and follow voice instructions. If you have Wireline-Wireless Mailbox service, see the section on the Wireline-Wireless feature for instructions on recording greetings. Note: Extended Absence Greeting is not available if you have submailbox service.</p>
Replay/save/erase/reply/pause messages	<p>While reviewing a message, you have the following options:</p> <p>Press:</p> <ul style="list-style-type: none"> 1 to replay message 2 to save message 3 to erase message 4 to reply to sender 5 to forward a copy of message 6 to hear date/time message received 7 to rewind message 5 seconds 8 to pause message 20 seconds 9 to advance message 5 seconds * to return to previous menu # to skip message 0 for more information

<p>Reply to message from another BellSouth voice mailbox</p>	<p>After listening to the message, you'll hear: "Press 4 to reply to the message." Record your message, then press #. Follow the voice instructions and press: 1 to send the reply 2 to re-record the reply 3 to listen to your reply 4 to choose delivery options * to exit without sending the reply</p>
<p>Forward message to another BellSouth voice mailbox</p>	<p>Press 5. (Note: Messages marked "private" cannot be forwarded.) Enter destination number (mailbox, submailbox, or group list number), and press #. Press 1 to continue, or follow the voice instructions to change or add a destination number. Record an introduction to the message, then press #. Follow the voice instructions and press: 1 to send the message with your introduction 2 to re-record the introduction 3 to listen to your recorded introduction 4 to choose delivery options * to exit without forwarding the message</p>
<p>Send a message</p>	<p>At main menu, press 2. Enter destination number (mailbox, submailbox, or group list), press #, and follow voice instructions. Record your message, then press #. Follow the voice instructions and press: 1 to send the message 2 to re-record the message 3 to review your message 4 to choose delivery options * to exit without sending the message</p>