How To Use Your Voice Mail

1. Dial your Pager Number

2. Touch "0" During Greeting.
3. Enter your Security Code.

4. Enter Command. You must enter a command within 6 seconds or the system will disconnect and release the line.

Please keep this card handy so that you can reference it as you learn about your Voice Mail system. This card provides information on changing Security Code and System functions available to all users.

If you have any questions call us at (800) 343-3998.

Access Voice Mail
To retrieve messages or change your greeting, you must access the system from a touchtone telephone.

Dial your pager phone number.

During the greeting press "0." (You must press the "0" within 6 seconds after the prompt finishes or the Voice Mail will disconnect and release the line.)

Voice Mail will respond: *"Please enter your Security Code"*

Enter your Security Code and then you may begin message retrieval. To retrieve the first message press "6."

> **WARNING:** Once a message is retrieved, Voice Mail deletes the message when you Exit (9). You must "keep" the message (5) or hang up the phone with no other commands to save the message.

Change Security Code
If this is the first time you have changed the Security Code, press [100] on the telephone keypad. Otherwise press **[Current Security Code]** and Voice Mail will respond: *"Please enter a command."*

When prompted, input the following from the telephone keypad:
87   Tells system you wish to change the Security Code.
XXXX   This is the current Security Code. User selectable from 3-6 digits.
XXX   Your new Security Code. You select from 3-6 digits.
Tells system that input is complete.

You do not need to pause between numbers as you change the Security Code. An example of a number change sequence is: **87 100 12345 #**

Once the new Security Code is input, the system verifies your new code number, then responds with *"Please enter a command."*   Press [9] to exit the system.

Keypad Definitions

Key		Definition
1		Not used
2	<u>Again</u>	Replay last message
3	<u>Delete</u>	Delete message just heard
4	<u>Help</u>	Listen to help file
5	<u>Keep</u>	Store message just heard
6	<u>Next</u>	Play next message
7	<u>Prev</u>.	Play previous message
8	<u>User</u>	Access to user commands
	84#	Change greeting – end with #
	87	Change security code
	843#	Delete greeting
	847#	Play greeting
	8326#	Delete all messages
9	Exit	Exit Message Manager
0	Attn	Press during greeting to access Message Manager
*		Not used
#	Done	Informs system that input is complete

<u>VOICE MAIL</u>

1	2 Play Again	3 Delete Msg.
4 Help	5 Keep Msg.	6 Next Msg.
7 Prev. Msg.	8 User Cmds.	9 Exit
*	0	#