



Residential Voice Mail Setup Guide

Set Up Your Voice Mailbox

When you sign in for first time, you must set up your mailbox. This can only be done from the phone number associated with the voice mailbox...your home phone.

First-time sign-in involves four steps:

1. Access Your Mailbox
 - Access your voice mailbox by dialing *98 or call 480.302.6991.
 - When prompted, enter your default PIN: 250432#

2. Change Your PIN
 - You will be prompted to enter your new PIN, pressing # when finished.
 - Confirm the PIN by re- entering it and pressing # when finished.

3. Record Your Name
 - Next, you will be prompted to record your name. Your recording must be less than ten seconds long.
 - Record your name and press # when finished.
 - An announcement plays your recording back to you.
 - If you want to re-record your name, press 1
 - If you want to keep the recording, press #

4. Record a Greeting
 - Next you will be prompted to select greeting. There are a number of different types of greetings available:
 - To a record your own personal greeting, press 1.
 - Record your greeting, press # when finished.
 - To use a system-generated greeting that announces your recorded name, press 2.
 - To use a system-generated greeting that announces your phone number, press 3.
 - To use a system-generated greeting that neither announces your name nor reads out your phone number, press 4.

An announcement plays back your selected greeting.

- To record or select a different greeting, press 1.
- To save it and use it as your greeting, press #.

This completes your mailbox set up.

Ongoing Use

After initial setup, you may access your voice mailbox from any phone. To do this:

- Call your own phone number.
- When you start to hear your greeting, press * on the telephone keypad.
- Enter your PIN when prompted.

If you have any questions, please call Saddleback Communications Customer Service at 480.362.7150.