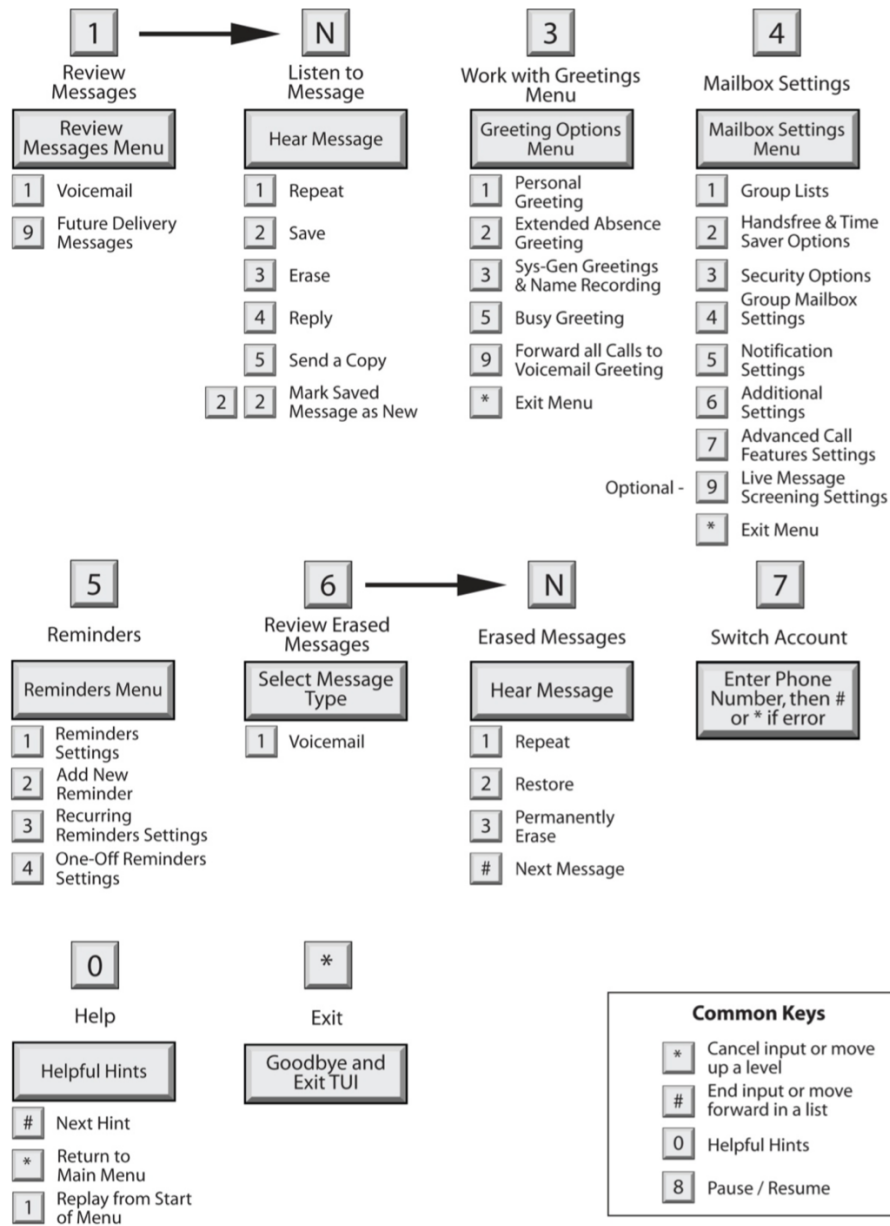


# Voice Mail User Guide

## Voice Mail Navigation



## Using your mailbox

### Accessing your voice mailbox

- From your Home phone, press the Message button, or dial \*98.
- To access your mailbox remotely, from any phone:
  - Dial your Home phone number
  - When you voice mail greeting starts, press \*
  - Enter your PIN when prompted

### Main menu

The Main menu allows you to access the functions of your mailbox. When you enter the Main menu, you hear a welcome message, then a summary of the messages in your mailbox. The following options are available to you.

- To LISTEN to your voice messages, press 1. Please note that if you do not have any messages, you will not hear this prompt at the Main menu.
- To change your GREETINGS, press 3.
- To change your MAILBOX SETTINGS, press 4.
- To set REMINDERS, press 5
- To REVIEW ERASED MESSAGES, press 6. Please note that if you do not have any erased messages, you will not hear this prompt at the Main menu.
- To SWITCH ACCOUNTS, press 7
- To listen to HELPFUL HINTS, press 0.
- To END THE CALL, hang up or press \*.

### Listening to your messages

At the Main menu you may listen to each of the messages in your mailbox, then save, delete, reply to or forward them.

*While the message plays, you can choose one of the following options.*

- To PLAY the message from the beginning, press 1
- To SAVE the message and skip to the next message, press 2.
- To ERASE the message, press 3.
- To LEAVE the message as New and go to the next message, press #
- To RETURN to the previous message, press 11.
- To PAUSE the message, press 8. Press 8 again to resume
- To SKIP FORWARD 5 seconds within the message, press 99.
- To SKIP BACKWARD 5 seconds within the message, press 77.
- To hear details of the TIME AND DATE for the message, and the CALLER'S NAME or NUMBER press 66.
- To GO TO THE MAIN MENU, press \*.

The available options are repeated after each message plays.