

Voice Mail

Voice Mail lets you retrieve messages 24 hours a day from a password protected mailbox. Plus, you'll never have to hassle installing or fixing an answering machine again. Includes Call Forwarding at no extra charge.

Instructions

To access your voice mailbox:

1. Call 533-9000 or *79 from a touch tone phone.
2. If you do NOT have Auto Log-On or you are calling from a remote location, you must enter your mailbox number followed by #, and then your security code followed by the # key.

To record your greeting:

1. Access your voice mailbox (see instructions above).
2. Press * to access the main menu.
3. Press 9 to set-up your voice mailbox.
4. Press 1 for greeting options.
5. Press 4 to record a new greeting.
6. Press 2 to keep the greeting.
7. Hang up.

To change your password:

1. Access your voice mailbox (see instructions above).
2. Press * to access the main menu.
3. Press 9 to set-up your voice mailbox.
4. Press 2 to change your password.
5. Enter your new password followed by the # key. (The password is any series of up to 16 digits you choose. You will be unable to access your mailbox from a remote location without this password, so be sure to choose one you remember.
6. Verify your new password by re-entering it followed by the # key.
7. Hang up.

To manipulate your messages:

- Press 1 to play or re-play messages.
- Press 2 to save messages.
- Press 3 to delete messages and go to the next message.
- Press 4 to save a message as new.
- Press 7 to skip back 3 seconds.
- Press 8 to pause or continue message.
- Press 9 to skip forward 3 seconds.
- Press * to return to the main menu.

Auto Log-On is available free of charge. Auto Log-On automatically retrieves your messages without entering your mailbox number or password from your main telephone number. Contact the [Customer Service Center](#) at 426-6200 to set up Auto Log-On.