

Voice Mail Quick Reference Guide (Cont'd)

To Change Your Password:

1. Dial your phone number and log in.
2. Press **3** to Modify.
3. Press **4** for Password.
4. Key in new password, press *****.

To Listen to a Message:

1. Dial your phone number and log in.
2. Press **1** to listen and follow voice prompts.
3. To exit, press **9 9**.

While Listening to a Message:

- Press **1** to go back 8 seconds.
- Press **1 1** to go back to beginning of message.
- Press **1 1 1** to go back to beginning of prior message.
- Press **2** for Time/Date stamp.
- Press **3** to forward 8 seconds.
- Press **3 3** to go forward to finish.
- Press **5** to delete during message.

Volume Adjustment During Message:

- Press **4 1** for low volume.
- Press **4 5** for normal.
- Press **4 9** for high.

After Listening to a Message:

- Press **4** Keep message.
- Press **5** Delete message.
- Press **6** Next message.



Short Cut Checking Your VOICE MAIL Messages:

Dial your phone number:	2 Time/Date Stamp.
* , password, * * .	3 forward 8 seconds.
<u>While listening to a message:</u>	3 3 forward to finish.
1 back 8 seconds.	4 to keep.
1 1 back to beginning of message.	5 to delete.
1 1 1 back to beginning of prior message.	6 next message.

Frequently Asked Questions

How will I know if I have a message? A stutter dial tone (a steady beeping tone similar to a busy signal) will alert you that a message is waiting.

Will the stutter tone affect dialing out? It will not affect your regular calls, but it has to be cleared before you can use your dial up Internet.

What if I forget my password? Just call Customer Service at **1-800-636-6680**. They would verify who you are and your password could be reset to 0000.

How do I check my messages away from home or the office? Dial your phone number, press the Star Key * during the greeting, enter your password, then Star Key * and the "1" button.

Can I change the number of rings before Voice Mail answers? Yes. It's normally four, but it can be changed at the time you order Voice Mail. If you change the number of rings after the initial order, a charge will be incurred, per request.