

## Accessing Your Mailbox

1. Pick up your phone and either dial 715-268-MAIL or 96#
2. The automated operator will ask for your PIN number - the default PIN is 123 123
3. Follow the automated prompts to:
  - Set up your own personal 4-20 digit PIN
  - Record your greeting
  - Record your name
4. When finished you can access your voicemail from home by:
  - Dialing 715-268-MAIL or 96# from your home phone
  - You will be prompted for your PIN number followed by the # sign
  - Then you will be in the voicemail system and can access your messages
5. When accessing your voicemail away from home:
  - Dial 715-268-MAIL and follow the prompts or dial your home number and press\* when you hear your personal message and then follow the prompts

## VOICEMAIL MENU GUIDE

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### Play Menu

- 1 Repeat
- 2 Save
- 3 Erase
- 4 Reply
- 5 Send A Copy

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### Send Message Menu

- 1 Review Message
- 2 Mark As Urgent
- 3 Mark As Private
- 4 Re-Record Message
- 5 Report On Send
- 6 Report On Read
- 7 Add Recipient
- 9 Schedule For Future Delivery
- # Send As Is

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### Greetings Menu

- 1 Personal Greeting
- 3 Sys-Gen Greetings & Name Recording
- 5 Busy Greeting

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### Mailbox Settings Menu

- 1 Group Lists
- 2 Handsfree & Time Server Options
- 3 Security Options
- 5 Notification Settings
- 6 Additional Settings
- 7 Advanced Call Feature Settings
- 9 Live Message Screening Settings

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### Erased Message Menu

- 1 Repeat
- 2 Restore
- 3 Permanently Erase
- 4 Reply
- 5 Send a Copy
- # Next Message

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### Switch Account Menu

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### Help Menu

- # Next Hint
- \* Return To Main Menu
- 1 Replay From Start Of Menu

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### Exit Button