

## Voice Mail Guide

### Accessing Mailbox

**Step 1:** Call your cellular number.

**Step 2: During the greeting** press # 0000 # (for initial set-up)  
*Once your mailbox is set up, during the greeting  
press # (4-digit password) #.*

**Then to check your messages:**

**Press** ① To hear NEW MESSAGES

**After listening to messages you can:**

**Press** ⑨ To Save

⑦ To Delete

# To Skip a Message

① To Skip Back

①① To Replay a Message

⑧ "Envelope" Information (Date and Time Stamp)

\* To Return to the Previous Menu

### Changing Your Password

*You can change your four digit passcode at any time.*

Follow Steps 1 and 2 in "Accessing Mailbox"

**Press** ④ Change Personal Options

② Manage Password

① Change Password

② Skip Password (*Allows you to access  
your voicemail without using a password*)

### Changing The Greeting

*You can change your Personal Greeting at any time.*

*Follow these step-by-step instructions to record your  
own greeting or set a standard greeting.*

Follow Steps 1 and 2 in "Accessing Mailbox"

**Press** ④ Change Personal Options

① Manage Personal Greeting

① Listen to Greeting

② Re-Record Personal Greeting

③ Delete Personal Greeting

④ Standard Greeting w/ Subscriber  
Name

⑤ Standard Greeting w/ Subscriber  
Phone Number

⑥ Standard Greeting w/ No Name  
or Number

Press the # key to stop recording. You can listen to your recording and re-record your greeting if you would like to make a change.