

VOICE MAIL USER GUIDE



Don't miss a call. It's easy to manage messages when away from home, on the phone, or just don't feel like answering right now.

- Access messages from your computer or any phone
- Every message recorded with a time and date stamp
- Save important messages
- Crystal clear clarity

VOICE MAILBOX NUMBER

GERMANTOWN HILLS: 309-383-MAIL (6245) **METAMORA:** 309-367-MAIL (6245)

MARSEILLES: 815-795-9100 **WASHINGTON:** 309-508-7500

VOICE MAILBOX SHORTCUT (from home only)

Dial *99

INITIAL VOICE MAILBOX SETUP

FROM THE HOME PHONE SUBSCRIBED TO THE SERVICE

1. Dial Voice Mailbox Number listed above or *99.
2. Wait for greeting and press “#”, then enter 9999 and then press “#”.
3. You will be prompted to change the password--follow voice prompts.
4. Enter your new password (4 to 16 digits) and then press “#”.
5. When prompted to verify the password, enter it again and then press “#”.

FROM A DIFFERENT PHONE

1. Dial Voice Mailbox Number listed above.
2. Enter your 10-digit home phone number.
3. Wait for greeting and press “#”, then enter 9999 and then press “#”.
4. Enter your new password (4 to 16 digits) and then press “#”.
5. When prompted to verify the password, enter it again and then press “#”.

RECORD YOUR GREETING

1. Dial Voice Mailbox Number listed above.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 2 to record your greeting.
5. Record your greeting and then press “#”.

ACCESS YOUR VOICE MAIL

FROM THE HOME PHONE SUBSCRIBED TO THE SERVICE

1. Dial Voice Mailbox Number listed above or *99.
2. When prompted, enter your password and then press “#”.

FROM A DIFFERENT PHONE

1. Dial Voice Mailbox Number listed above.
2. Enter your 10-digit home phone number.
3. Enter your password and then press “#”.

CHANGE YOUR PASSWORD

1. Access your voice mailbox
2. Press 9 for the mailbox setup menu.
3. Press 2 to change your password.
4. Enter your new password (4 to 16 digits) and then press #
5. When prompted to verify the password, enter it again and then press “#”.

RETRIEVE MESSAGES

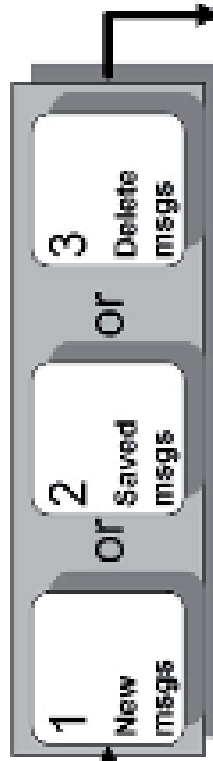
1. Access your voice mailbox.
2. Your first new message may play immediately. If not, press 1 to listen to your messages. You will hear the announcement “*You have x new messages and x saved messages.*”
3. Press 1 to listen to new messages.
4. Press 2 to listen to saved messages.

WHEN RETRIEVING MESSAGES, YOU CAN

- | | |
|---------|---|
| Press 1 | Play the message again |
| Press 2 | Save the message and play the next |
| Press 3 | Delete the message and play the next |
| Press 4 | Save the message as new |
| Press 5 | Reply to the message* |
| Press 6 | Forward the message to another mailbox* |
| Press 7 | Skip backward in the message |
| Press 8 | To pause the message |
| Press 9 | To skip forward in the message |

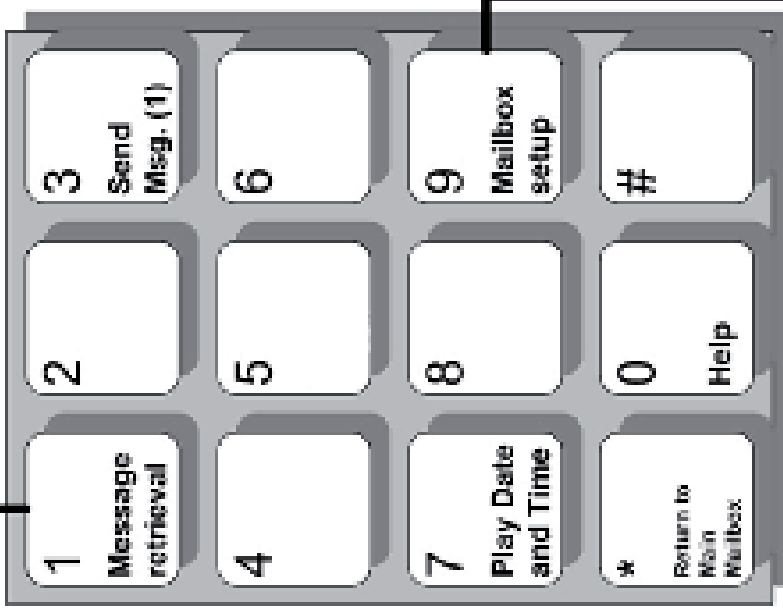
* Voice Mail package must be set to allow this capability.

Voice Mailbox password:



(1) Optional Feature

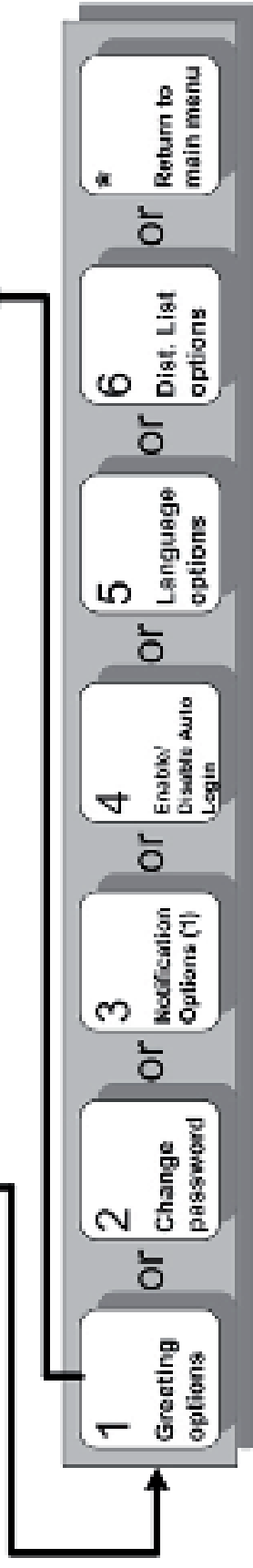
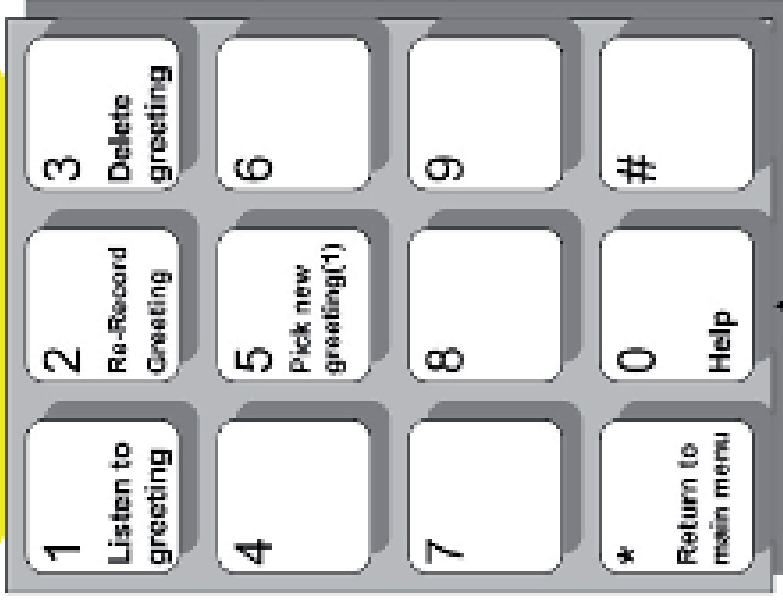
Main Menu



Message Retrieval



Greeting Menu



1 Greeting options

2 Change password

3 Modification Options (1)

4 Enable/Disable Auto Login

5 Language options

6 Dist. List options

* Return to main menu