

USING SANTEL'S VOICE MAIL



ACCESS YOUR VOICE MAIL

From the phone subscribed to the service:

Dial XXX-1236 (XXX is your exchange prefix)
If prompted, enter your password and then #.

From a different phone:

Dial XXX-1236.

Enter your 10-digit phone number.

Enter your password and then #.

or

Dial your home phone number and wait for your voice mail greeting.

Press* when you hear the greeting and enter your password followed by #.

RECORD YOUR GREETING

Access your voice mailbox.

Press 9 for the mailbox setup menu.

Press 1 for greeting options.

Press 4 to record your greeting.

Record your greeting and then press #.

Press 2 to keep your greeting.

CHANGE YOUR PIN

Access your voice mailbox.

Press 9 for the mailbox setup menu.

Press 2 to change your password.

Enter your new password and then press #.

When prompted to verify the password, enter it again and then press #.

RETRIEVE MESSAGES

Access your voice mailbox.

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."

Press 1 to listen to new messages.

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 | Pause the message |
| Press 9 | Skip forward in the message |

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

USING VOICE MAIL TO E-MAIL:

Check your E-mail as you normally would.

When you get a voice mail message, you will receive an E-mail from

Santel Communications delivered right to your inbox. The message will contain an attachment of your voice mail.

Open the attachment and your media player will play the message.

If desired, save the attachment on your PC.

Follow the links in the message to save or delete the message from the Voice Mail system.

ASSOCIATED NUMBERS

Add additional numbers, such as your cell phone or others, to your Voice Mail options.

By doing so, you can check your messages just as if you were at home.

You will simply dial xxx-1236 to get to your Voice Mail messages.

From that point, your Voice Mail will work just as if you were at home.

Without the Associated Number Feature, you will dial 605-xxx-1236, then your mailbox number and then your password.

The Associated Number feature shortens the time it takes you to access your messages.