

# Your Quick Reference Guide to Voicemail

## To log into your Voicemail box from your own phone number:

1. Dial \*76
2. Enter your 4-digit password followed by #  
(The first time you use Voicemail you'll enter the default password of 0-0-0-0-#)

## To log into your Voicemail box when you are away from your own phone:

1. Dial your own phone number
2. As soon as the recording starts, press \*
3. Then enter your 4-digit password followed by #

## To personalize your mailbox:

### Greeting and Name

1. Call Voicemail and log in
2. Press 9 to setup your voice mailbox
3. Press 1 to record a greeting, then follow the prompts
4. Press 8 to record your name, then follow the prompts
5. Press \* to return to the main menu

### Password

1. Call Voicemail and log in
2. Press 9 to setup your voice mailbox
3. Press 2 to change your password, then follow the prompts
4. Press \* to return to the main menu

## To listen to a message

1. Log into Voicemail
2. Press 1 to listen
3. To exit Voicemail, hang up

## During message playback

- Press 1    Replay message
- Press 2    Save the message and move to the next
- Press 3    Delete this message and move to the next
- Press 4    Save this message as new
- Press 7    Skip back 3 seconds
- Press 8    Pause/Continue
- Press 9    Skip forward 3 seconds
- Press 0    Repeat these options
- Press \*    Return to the Main Menu –or– Rewind during message envelope playback
- Press #    Skip forward during message envelope playback



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