



VOICE MAIL

user guide

>> Accessing Your Mailbox

Option 1 - From Home - Press *98. You are automatically logged in to the Message Retrieval Menu (see below). You can access the main menu at any time by pressing the * key.

Option 2 - Away from Home - Call your telephone number and press the # key when you hear your greeting. When prompted enter your password followed by the # key. You are now in the Main Menu.

>> Message Retrieval Menu

Press 1 to listen to *New* messages.

Press 2 to listen to *Saved* messages.

Press 3 to *Delete* the message.

(To undelete a message, do not hang up. Follow the voice prompts “to listen to *New* messages” again. Once you replay the messages, you will be given the option again to save or delete this message.)

Press 4 to *Save* a message as a new message.

Press 7 to *Skip Back* three seconds.

Press 8 to *Pause* or *Continue* a message.

Press 9 to *Skip Forward* three seconds.

Press * at any time to return to the Main Menu.



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>> Mailbox Set-Up Options

Press 9 from the Main Menu.

Press 1 - Greeting Options.

- **Step 1** - Press 4 to record a new greeting.
- **Step 2** - Press # to end the recording.
- **Step 3** - Press 2 to save your recording.

Press 2 - Change Your Password.

- **Step 1** - Enter new password, followed by the # key. Choose something that is easily remembered.
- **Step 2** - To verify, re-enter your password, followed by the # key.

Press 3 - Notification Options.

Press * - Return to Main Menu.

>> Customer Service

For more help, contact our Customer Service Team at:

Burgessville - 519.424.9801

Theford - 519.296.4926

Or visit our Support Centre, located at www.execulink.com