

## Mailbox Setup

- 1) From the Main Menu, press **9** for mailbox setup.
- 2) Press **1** for greeting options.  
 Press **2** to change your password.  
 Press **4** to enable/disable auto login.  
 Press **8** to record name.  
 Press **\*** to return to the main menu.  
 Press **0** to repeat instructions.

### To change or record your greeting:

- 1) Press **1** for greeting options.
- 2) Press **1** to listen to greeting.
- 3) Press **2** to record/rerecord your greeting.
- 4) Press **#** to end recording function.
- 5) Press **3** to delete greeting.
- 6) Press **\*** to return to mailbox setup.
- 7) Press **0** to repeat instructions.

### To change your password:

- 1) Press **2** to change your password.
- 2) Enter your new password and press **#**.  
 You can choose any series up to 16 digits for your password. You will be unable to access your mailbox without this password.
- 3) Re-enter your password and press **#** to verify.



## Access Your Mailbox

- 1) FROM HOME/OFFICE PHONE:  
 Dial **# 2 2**.  
 If you have auto login, you'll be at Main Menu.  
 If auto login is turned off:  
 - Wait for prompt to enter your mailbox number (10-digit home phone number).  
 - Enter your 4-digit password followed by **#**.

### AWAY FROM PHONE:

Dial your home phone number and when you reach voicemail, immediately press **#**. You will be prompted to enter your 4-digit password followed by **#**.

- 2) Main Menu:  
 Press **1** to retrieve messages.  
 Press **3** to send.  
 Press **7** for current date and time.  
 Press **9** for mailbox setup.  
 Press **0** to repeat instructions.

## Access Your Family Mailbox

- 1) Follow step 1 from above.
- 2) If you wish to record a family greeting, press **0** to access the Main Menu. A voice prompt will guide you through those steps.  
 OR  
 Enter the family mailbox number you wish to access.
- 3) If requested, enter your password and press **#**.  
 (Your password will be a default code of **0 0 0 0** until you change it.)
- 4) Main Menu:  
 Press **1** to retrieve messages.  
 Press **3** to send.  
 Press **7** for current date and time.  
 Press **9** for mailbox setup.  
 Press **0** to repeat instructions.

### Retrieve Messages

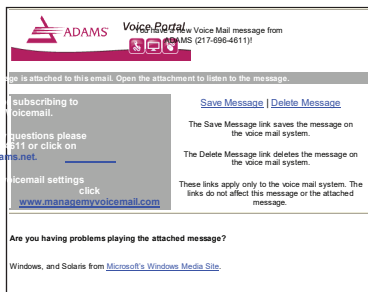
- 1) From the main menu, press **1** to retrieve messages.
- 2) Press **1** for new messages.  
 Press **2** for saved messages.  
 Press **\*** to return to main menu.  
 Press **0** to repeat instructions.

#### To listen to messages:

- Press **1** to play or replay message.
- Press **2** to save message and go to the next.
- Press **3** to delete message and go to the next.
- Press **4** to save the message as new.
- Press **7** to skip back three seconds.
- Press **8** to pause or continue message.
- Press **9** to skip forward three seconds.
- Press **\*** to return to the main menu.
- Press **0** to repeat instructions

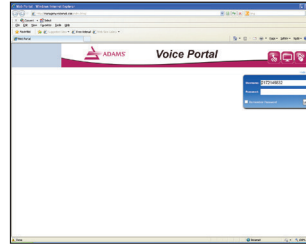
### Access Messages Sent by Email

- 1) Double-click on the message in your email box.

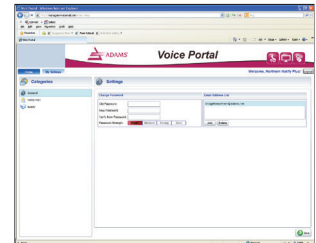


### Access Web Page Administration

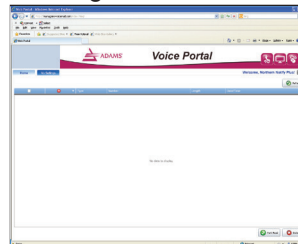
- 1) Visit <https://managemyvoicemail.com/voicemail/#/main>
- 2) Enter your 10-digit telephone number and password. (0000 - is default)



- 3) Click on "My Settings" then "General" to change your web portal password if desired.



- 4) Click on "Home."  
 a. This will take you to a screen to view voicemail messages.



- 5) Click the "Settings" tab and then "Voicemail" to set your notification options.  
 a. This includes entering the email address to which your messages should be sent.

