

Voicemail Basics

Accessing Your Voicemail | Message Retrieval



The Internet You Need - Built by Your Community.

VOICEMAIL FEATURES

Voicemail Message Notification

Simply lift your receiver and you will be alerted to new Voicemail messages with a distinctive, stutter dial tone. Also, if you have a compatible telephone the Message Waiting indicator light will illuminate indicating that you have a message.

Live Call Screening

When a Voicemail is being recorded, you can pick up the phone and hear the message without the caller knowing you are listening in. If you choose, you can interrupt the message and connect live with the caller.

Fast Login

With Fast Login enabled, a PIN is not required when logging in from the telephone line on which your Voicemail is programmed. You can enable or disable the feature. Fast Login is disabled by default.

**VOICEMAIL
ACCESS NUMBER
802-532-3600**



Voicemail User Guide

Retrieve Your Messages
Anytime or Anywhere!

USING THE VOICEMAIL SYSTEM

The Voicemail system is menu driven. Simply listen to the voice prompts and press the appropriate key(s) on your phone to select the option you would like.

ACCESSING YOUR VOICEMAIL

The first time you access the Voicemail system, you will be asked to set up your mailbox and record your name and a greeting.

From the Telephone Number Subscribed to:

- Dial *99
- Enter your PIN followed by the # key.
- If you have new messages, the messages will be identified.
- After hearing any new messages, you will be presented with the Main Voicemail Menu.

QUICK TIP

To bypass message introduction, press #.

From a Different Telephone Number:

- Dial the Voicemail access number (802-532-3600).
- Enter your 10-digit telephone number followed by the # sign.
- Enter your PIN followed by the # key.
- If you have new messages, the messages will be identified.
- After hearing any new messages, you will be presented with the Main Voicemail Menu.

RECORDING YOUR GREETING

- Access the Voicemail system.
- From the Main Menu, press 3.
- To set up a personal greeting, press 1.
- To set up a system-generated greeting or to change the recording of your name, press 3.
- To change the greeting that callers hear when your telephone is busy, press 5.
- If you don't record a personal greeting, a generic greeting will be played.

CHANGING YOUR VOICEMAIL PIN

- Access the Voicemail system.
- From the Main Menu, press 4 to change your settings.
- Press 3 for security options.
- Press 1 to change your PIN.

MAIN MENU OPTIONS

Action	1
Play Inbox Messages	2
Send Messages	3
Work with Greetings	4
Mailbox Settings	5
Work with reminder Messages	7
Log on as a different user	
Help	*
Exit Voicemail System	

MESSAGE PLAYBACK OPTIONS

While listening to your Voicemail messages, the following options are available. These commands can be used before, during, or after a message is played.

Action	
Save	#
Delete	3
Reply	4
Mark as New	2
Repeat Message	1
Back to Menu	*
Send Copy	5

QUICK TIP

For Helpful Hints, press 0.

QUESTIONS

For more information or assistance, please contact our friendly, local Customer Service Department at 877-635-3423.

