



“HOW-TO” use

***98**

Voice Mail System

616–895–9911

Using Your Voice Mail

Dial *98

Please enter your password.
You will hear “your name” and “you have ____ new messages and ____ saved messages”.

MAIN MENU:

To listen to **new** messages, Press 1

(date/time received is given at the end of each message)

1. to replay message
 2. to save & hear next message
 3. save message as new
 4. delete message
 5. adjust volume
- Press # to return to main menu

To listen to **saved** messages, Press 2

(date/time received is given at the end of each message)

1. replay message
 2. save & hear next message
 3. save message as new
 4. delete message
 5. adjust volume
- Press # to return to main menu.

To change mailbox options, Press 3

OPTIONS MENU:

To record your name, Press 1

1. replay
 2. re-record
 3. delete
- # exit

To record your greeting, Press 2

1. replay
 2. re-record
 3. delete
- # exit

to change your password, Press 3

enter new password
enter password again

First time set-up for your New Voice Mail Box

The first time you dial *98, you will hear a tutorial. Please follow the instructions to set up your name, greeting & password.

The default is 0000 (zeros). Please create a password using 4 numbers from the keypad (not * or #).

If you do not enter a password, the default will remain as no password. If you do not set up a password you can dial *98 and have direct access to your box. However, if no password is used, it may be possible for someone else to access your mailbox through the system.

TUTORIAL: If the tutorial continues to play each time you access your voice mail box, **press the * key** when you hear “*the new *98 voice mail system has been activated*” and the tutorial will be deleted.

Private Number

If you have a Private Number - you must dial ***82 before using the *98** command.

Off-Site Retrieval of Messages

Dial your home telephone number.

Let ring until voice mail answers.

When your greeting starts - Press #

Please enter your password.

Menu options are the same as shown in box.