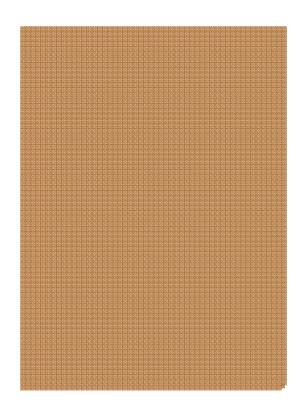
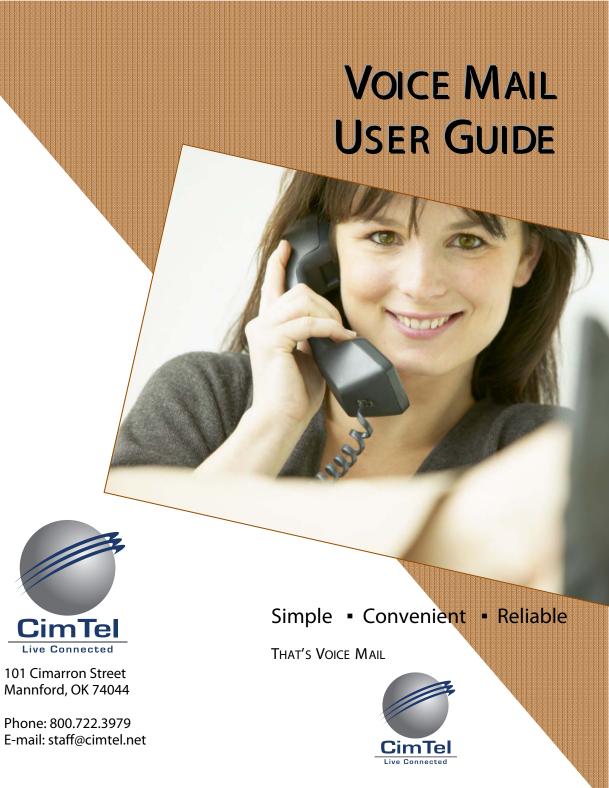
Voice Mail from Your Telephone Company helps you enjoy the most important things in your life—knowing you'll always get your phone messages.

Our Voice Mail guarantees that you won't miss a call—if you are away from home, on the phone, or just don't feel like answering right now.

- √ Experience Crystal Clear Clarity
- √ Save Important Messages
- √ Access Messages From Your PC

SIMPLE, CONVENIENT, RELIABLE.
THAT'S VOICE MAIL.





### USING CIMTEL VOICEMAIL

#### **ACCESS YOUR 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 #

#### RECORD YOUR GREETING AND NAME

- 1. Call Voicemail and log in
- 2. Press 9 to set up 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

#### **CHANGE YOUR 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

#### RETRIEVE MESSAGES

- 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 mailbox\*
- Press 9 Skip forward 3 seconds
- Press 0 Repeat these options
- Press \* Return to the Main Menu –or– Rewind during message envelope playback
- Press 0 Repeat these options

# USING VOICEMAIL TO EMAIL



- Check your email as you normally would.
- When you get a voicemail message, you will receive an email from 'YOURTELEPHONE' delivered right to your inbox. The message will have an attachment.
- 3. Open the attachment and your media player will play the message.
- 4. If desired, save the attachment on your PC.
- Follow the links in the message to save or delete the message from the Voicemail system.



