

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.

VOICE MAIL USER GUIDE



101 Cimarron Street
Mannford, OK 74044

Phone: 800.722.3979
E-mail: staff@cimtel.net

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

1. Check your email as you normally would.
2. 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.
5. Follow the links in the message to save or delete the message from the Voicemail system.



Your Voice Mailbox

Number Is: _____

Your Voice Mailbox

Password Is: _____

