

Voice Mail Menu Map

Main Menu:

- Press 1: To listen to your messages.
- Press 3: To send a message to a mailbox.
- Press 7: To play current date & time.
- Press 9: To set-up your voice mailbox.

Set-up Menu:

- Press 1: For greeting options.
- Press 2: To change password.
- Press 3: To edit your notification options.
- Press 4: Disable/Enable Auto-Login.
- Press *: To return to the Main Menu.
- Press 0: To hear the instructions again.

Greeting Menu:

- Press 1: To play your current greeting.
- Press 2: To re-record greeting.
- Press 3: To delete greeting.
- Press 5: To select a new greeting.
- Press *: To return to the Set-up Menu.

Notification Menu:

- Press 1: To change the number to notify.
- Press 2: To turn notification off.
- Press 3: To change the time to be notified.
- Press *: To return to the Main Menu.
- Press 0: To hear the instructions again.

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Individual
Voice Mail
Set up
Instructions



712-764-6161

Mailbox Set-Up

Initial set-up from your telephone:

1. Dial *88 or 764-Mail (6245)
2. You will be at the Main Menu—Press 9 to set-up your voice mailbox.
3. You will be at the Set-up Menu. Here you set up your greeting. Press 1 to change your greeting.
4. You will be at the Greeting Menu. Press 2 to record your greeting. It could be something like this:

“Thank you for calling the Johnson’s. We can’t take your call right now, but would like to return it. Please, leave your name, number and message and we will call you back as soon as we can.”

5. After recording your greeting, Press 1 to review it. You may also delete or re-record your greeting by following the voice prompts. If you like your greeting, Press * to ‘keep’ it.
6. You should be at the Set-up Menu. You may either hang up to exit or Press the * key again to return to the Main Menu to listen to or send messages to other voice mail users.
7. Congratulations! Your voice mailbox is ready to use and enjoy.

Accessing Your Mailbox to retrieve messages

There are three ways to dial into your voice mail: one from your home phone, and two from a remote phone (like your office or a hotel.)

From your home phone:

1. Dial *88
2. If you have new messages, they will play automatically. Follow the voice prompts to save, delete or forward your messages.

From a remote phone:

1. Dial 764-Mail (6245) and enter your mailbox number – which is your telephone number – when prompted. If you are dialing from an area outside our communities, you will have to add our area code or maybe 1-712-764-6245.
2. Enter your password followed by the # key when prompted. You will be at the Main Menu.
3. Press 1 to Listen to your messages. Follow the voice prompts to save, delete or forward your messages.

OR

1. Dial your home phone number. When you hear your greeting, Press the * key to interrupt the greeting.
2. Enter your password followed by the # key when prompted. You will be at the Main Menu.

Message Review Options

While reviewing messages, you have the following options:

- Press 1** – Play or re-play message.
- Press 2** – Save message & go to next.
- Press 3** – Delete message & go to next
- Press 4** – Save message as new.
- Press 5** – Return this call.
- Press 6** – Forward message.
- Press 7** – Skip back.
- Press 8** – Pause or continue message.
- Press 9** – Skip forward.
- Press *** – Return to main menu.
- Press 0** – To hear the instructions again.