

Minden, Persia & Shelby



## Voicemail Instructions

 **Marne Elk Horn**  
Your Local Connection  
[www.metc.net](http://www.metc.net)  
712-784-2211 - Walnut & Avoca

Internet • Television • Phone

0218

### Mailbox Setup

#### Setting Up Your Personal Greeting

##### No Answer Greeting

1. Dial \*83 from your home phone
2. Press 0 to access your mailbox options
3. Press 1 to record your no answer greeting
4. Press # when finished
5. Congratulations! Your voicemail box is ready to use and enjoy.

##### Busy Greeting

1. Dial \*83 from your home phone
2. Press 0 to access your mailbox options
3. Press 2 to record your busy greeting
4. Press # when finished
5. Congratulations! Your voicemail box is ready to use and enjoy.

#### Retrieving Messages

##### From your home phone

6. Dial \*83
7. Enter your passcode
8. You will be informed of the number of messages you have
9. Press 1 to play your messages

##### From a remote phone

1. Dial home phone #
2. Press \* when your voicemail greeting begins
3. Enter your full 10 digit phone number
4. You will be informed of the number of messages you have
5. Press 1 to play your messages

### Change Your Passcode from Home

1. Dial \*83
2. Press 0 for Voice Mail Box options
3. Press 5 to change your passcode
4. Enter your new passcode followed by the # key

Again enter your new passcode followed by the # key

### Message Controls

While reviewing messages, you have the following options

- 1 = Interruption message introduction
- # = Fast Forward
- \* = Rewind
- 5 = Time/Date Caller Information
- 6 = Skip to end
- 7 = DELETE

*Did you know...*

Voicemail messages may be delivered to your email inbox. Listening to a voicemail is as simple as clicking 'play' in the email message.

*Ask us for the details!*

