

## Voicemail 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 voicemailbox

### 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

## Welcome to Voicemail!

Check out voicemail service from Marne Elk Horn!  
For just pennies a day, our service offers these great features:

- **Convenience** - of 'anytime, anywhere' message retrieval from any phone. Simply call our voicemail system, enter your private password and retrieve your messages.
- **Access** - Unlike an answering machine, voicemail takes messages even when your home phone line is tied up with another phone call or being used for Internet access.
- **Reliability** - No need to remember to turn voicemail on. Unlike answering machines, it works continuously; even during a power outage.
- **Simplicity** - Imagine getting your messages simply and easily from home, the office or on vacation.

*Order today!*

*Stop by the office or give us a call*

**Voicemail Box** \_\_\_\_\_

**Password** \_\_\_\_\_



**Marne Elk Horn**

Your Local Connection

[www.metc.net](http://www.metc.net)

712-764-6161 - Elk Horn

712-784-2211 - Walnut & Avoca

0218

**Avoca, Brayton, Elk  
Horn, Exira, Kimballton,  
Marne, McClelland,  
Neola, Underwood &  
Walnut**



**Voicemail  
Instructions**



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**Internet • Television • Phone**

## Mailbox Setup

### 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 voicemailbox.
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 voicemail users.
7. Congratulations! Your voicemail box is ready to use and enjoy.

## Retrieving Messages

### 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. You may 'associate' your office number or your cellphone number with your Marne Elk Horn Voicemail. If you do this, when you call into voicemail (764-6245) the system will recognize you and take you right to the password area.
2. If you call from a 'non-associated' number, 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.
3. Enter your password followed by the # key when prompted. You will be at the Main Menu. Press 1 to listen to your messages. Follow the voice prompts to save, delete or forward your messages.

OR

1. You may also 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

### *Did you know...*

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

2. There are also 'call back' notification options available.

*Ask us for the details!*



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