# **Residential Non-Fiber**



# **Voicemail Instructions**



712-784-2211 - Walnut & Avoca

## **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 #
- 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
- 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!

