

Phone Features Guide

Mailbox Set-Up

The first time you access your mailbox, a tutorial will walk you through the following steps:

Choose a Passcode

Passcode can be 4 to 10 digits.

Record Greeting

Example: "Hi, this is Chris, I can't take your call right now but if you leave me a message, I'll get back to you as soon as possible."

Record Your Name

Identifies your mailbox when others leave messages for you.

To Access Your Voice Mailbox

From your telephone:

1. Dial the access number. (Your phone number.)
2. Enter your passcode. (Initially, this will be the last four digits of your phone number.)
3. Press *

From another telephone:

1. Dial the access number. (Your phone number.)
2. Enter your mailbox number (Your area code and phone number.)
3. Press *
4. Enter your passcode. (Initially, this will be the last four digits of your phone number.)

Checking Your Voice Messages

First, access your mailbox.

At the Main Menu

The system will now tell you how many messages are in your mailbox. To play your messages, press "P" or 7.

During message playback

To pause for 30 seconds, press 1.

To move back 5 seconds, press *.

To move forward 5 seconds, press #.

After each message, you can:

Press “P” or 7 to play again.

Press “K” or 5 to keep.

Press “D” or 3 to discard.

Changing User Options

At the Main Menu

Press “U” or 8 for User Options

“G” or 4 to Change Greeting

“N” or 6 to Change Name

“P” or 7 to Change Passcode

Pressing “X” or 9 will take you to the previous menu.

[Call \(281\)225-1000 for details about Residential Voice Mail Paging.](tel:2812251000)

Residential Calling Features

Anonymous Call Rejection: *77 to turn on. *87 to turn off.

Call Forwarding: 72# then the number you are forwarding to.

Cancel Call Forwarding: 73#

Call Return: *69 dials the last number that called you.

Call Waiting: At tone, press receiver button or flash key to answer.

Cancel Call Waiting: *70 before call.

Per Call Block: *67 then the number you are calling.

Speed Calling:

Set Up: 74#, the speed call code (2-9) then number.

Change: *74

Using: Speed call code (2-9) then #.

Three Way Calling: Dial first party, press receiver button or flash key, dial second party. Pushing the receiver button or flash key again will connect calls.

[Call 281.225.1000 for more details and subscription.](tel:281.225.1000)