



## **En-Touch Systems, Inc.**

### **MAILBOX SET UP**

The first time you access your mailbox. A tutorial will walk you through the following steps:

**Pass code**  
**(Default is last four digits of your phone number.)**

#### **CHOOSE A PASSCODE**

Pass code can be 4 to 10 digits

#### **RECORD GREETING**

Example: "HI, this is.... I can't take your call right now but if you leave 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 MAIL**

#### **FROM YOUR TELEPHONE:**

Dial the ACCESS number

**PRESS \***

ENTER your PASS CODE

**FROM ANOTHER TELEPHONE:**

Dial the ACCESS number

ENTER MAILBOX NUMBER  
(your area code and phone number)

**PRESS \***

ENTER your PASSCODE: \_\_\_\_\_

**CHECKING YOUR VOICE MAIL  
ACCESS YOUR MAILBOX**

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**

**Press "G" or 4 to Change Greeting**

**Press "N" or 6 to Change Name**

**Press "P" or 7 to Change Pass code.**