

Mailbox Setup

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

- **Dial your home number**
Access numbers are located on the back of this card
- **Please enter your pass code**
The default pass code is last four digits of your phone number
- **Choose a new pass code**
Pass code can be 4 to 10 digits
- **Record a greeting**
- **Record your name**
Identifies your mailbox when others leave messages for you

Checking Voicemail

To access your voicemail from your home phone:

- Dial your home number
- Enter your pass code when voicemail greeting starts

To access your voicemail from another telephone:

- Dial your home number
- Press * when voicemail greeting starts
- Enter your pass code (Initially the last 4 digits of your phone number)

After entering your pass code, you will be in the Main Menu of the voicemail system. The system will now tell you how many messages are in your mailbox.

Voicemail Features

Press 7 to *PLAY* your messages

During your message, you can:

Press 1 to *PAUSE* for 30 seconds
Press * to *REPLAY* last 5 seconds
Press # to *FAST FORWARD* 5 seconds

After each message, you can:

Press 7 to *REPLAY* a message
Press 5 to *SAVE* a message
Press 3 to *DELETE* a message
Press 9 to *EXIT* the system

Changing User Options:

Press 8 for user options
Press 4 to change your greeting
Press 6 to change your name
Press 7 to change pass code
Press 9 to exit the system

Calling Features

Anonymous Call Rejection

*77 to turn on, *87 to turn off

Call Forwarding

*72 the the number

*73 to cancel

Call Return

*69 dials the last number that called

Call Waiting

At tone, press switch hook to answer; Dial *70 before call to cancel

Per Call Block

Dial *67 then dial the number

Speed Calling

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

Change: *74

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

Three Way Calling

Dial first party, press switch hook, dial second party, press switch hook



Voicemail Guide



www.enTouch.net

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