



### Delivery Options Menu

ACTION	KEY
Review the Message	
Mark the Message as Urgent	2
Mark the Message as Private	3
Re-record Your Message	4
Request a Delivery Report	5
Request a Read Report	6
Add or Remove Recipients	7
Schedule the Message to be Delivered in the Future	9
Send the Message as is	#
Exit or Cancel	

### Mailbox Settings Menu

ACTION	KEY
Work with Group Lists	
Hands Free & Timer Saver Options	2
Security Options	3
Notification Options	5
Additional Settings	6
Live Message Screening Settings	9
Exit	



Voicemail

# Quick Reference Guide

## Using the Voicemail System

The voicemail system is menu driven. Listen to the voice prompts and then press the keys on your phone to select which option you would like.

## Voicemail Setup

### Getting started

The first time you access your voicemail box, set up your PIN and record your name and a greeting.

### Setting up Your Voicemail Pin

1. Access your voicemail box
2. From the Main Menu, press 4 to change your settings.
3. Press 3 for security options.
4. Press 1 to change your PIN.

### Recording Your Personal Greeting

You can record a greeting to inform callers that they have reached your mailbox. This greeting can be changed at any time. You also have the option to select a system generated greeting.

1. Access your voicemail box.
2. From the Main Menu, press 3.
3. To set up a personal greeting press 1.
4. To set up a system generated greeting or to change the recording of your name press 3.
5. To change the greeting that callers hear when you're busy press 5.

If you don't record a personal greeting, a generic greeting will be played.

### Greeting Settings Menu

ACTION	KEY
Set Up Personal Greeting	
Select System Generated Greeting or Change Recording of Name	3
Busy Greeting (record the greeting callers will hear when your phone is busy.)	5
Exit	

## Accessing Your Voicemail

### From your home phone:

1. Dial \*86
2. Enter your voicemail PIN.  
(The temporary PIN – 8255 (TALK))
3. If you have new messages, the messages will be identified.
4. After hearing new messages, you will be presented with the Voicemail Main Menu. The Main Menu options are listed in this brochure.

### From another phone:

1. Dial 319-200-6245.
2. Enter your area code and phone number followed by #.
3. Enter your voicemail pin followed by the # key.  
(The temporary PIN – 8255 (TALK))
4. If you have new messages, the messages will be identified.

### Voicemail Main Menu

ACTION	KEY
Play Inbox Messages	
Send Messages	2
Work with Greetings	3
Mailbox Settings	4
Access Deleted Messages	6
Log on as a Different User	
Help	
Exit	

## Message Playback Options

While listening to your voicemail messages, the following options are available:

ACTION	Before Message	During Message	After Message
Skip Message	9	N/A	N/A
Reply to Message	4	4	4
Delete	3	3	3
Save a Message	2	2	2
Send a Copy	5	5	5
Repeat a Message	1	1	1
Pause/Resume	8	8	8
Back to Menu			
Next Message	#	#	#

## Forwarding a Message

While listening to messages, you can send a copy of the message to another recipient.

1. To Forward the current message, press 5.
2. Enter the phone number. Repeat this step until you've entered all the desired destinations.
3. Press # when finished entering destinations.
4. You will be prompted to record an introduction.
5. After the tone, record your introductory message and press # when finished.
6. Press # to send.
7. Press 1 for delivery options:

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