



## CELLULAR VOICE MAIL- USER GUIDE

### ACCESSING YOUR MAILBOX FROM YOUR CELL PHONE

While holding the cell phone press the digit **1** and until you hear your voice message:

- 1) Press the **\*** key while your greeting is playing.
- 2) Enter your password when prompted. (originally set to the last 4 digits of your phone number)
- 3) Press the **#** key.

### ACCESSING YOUR MAILBOX FROM ANY PHONE

To access your mailbox to listen to your messages, record your greeting, or change a password simply call your own cellular number. You can also access your messages from any touch-tone phone:

- 1) Dial your own cell phone number.
- 2) Press the **\*** key while your greeting is playing.
- 3) Enter your password when prompted. (Originally set to the last 4 digits of your phone number.) You will be asked to change this number the first time.
- 4) Press the **#** key.

### CHANGING YOUR PASSWORD

You need a password to access your mailbox from any touch-tone phone. Without a password, you cannot access your mailbox. Your password may be any series of up to 16 numbers.

To change a password, first access your mailbox:

- 1) Press **3** on the Main Menu to select Mailbox Setup.
- 2) Enter your new password using the telephone keypad, then press **#**
- 3) Enter the same password again, to verify, and then press **#**

### RECORDING A PERSONALIZED GREETING

You may use the standard greeting supplied with the Call Answering System, or you may record a personalized greeting in your own voice.

- 1) Press **5** on the main menu to select Record Greeting.
- 2) Press **1** to record a greeting for No Answer.

Play back your greeting:

- 1) Press **1** to play the greeting you recorded.

To Delete and Re-record your greeting:

- 1) Press **2** to re-record a greeting and repeat.

To use this greeting:

- 1) Press **3** to save greeting.
- 2) Press **\*** to return to the main menu.