voicemaildepot

1-800-309-8888

USER'S GUIDE

SETTING UP YOUR MAILBOX:

ACCESSING YOUR MAILBOX

1. Call your voicemail number. WAIT FOR THE GREETING TO ANSWER, DURING THE GREETING.....
2. Press: * The system will ask for your password. Enter your temporary password. You have now accessed your mailbox.

RECORDING YOUR GREETING

3. Press: 8 to access the "user options" menu.
4. Press: 4 to access "greeting" options.
5. Press: 7 to start recording your greeting. The system will respond with a beep. RECORD YOUR GREETING NOW! Remember, it is not necessary to ask callers to leave the time and date as the system does this automatically.
6. Press: # to stop recording when finished.
7. Press: 7 to review your greeting.
   3 to discard your greeting and start over.
   9 to save your greeting and exit.

RECORDING YOUR MAILBOX NAME

Note: Your mailbox name is how the system will address you when you access your mailbox. If no mailbox name is recorded, the system will use your 10 digit mailbox number to greet you when you call your voicemail.

8. Press: 8 to access the"user options" menu.
9. Press: 6 to access"mailbox name" options.
10. Press: 7 to start recording your mailbox name. The system will respond with a beep. RECORD YOUR MAILBOX NAME NOW!
11. Press: # to stop recording when finished.
12. Press: 7 to review your mailbox name.
    3 to discard your mailbox name and start over.
    9 to save your mailbox name and exit.

SETTING YOUR PASSWORD

13. Press: 8 to access the"user options" menu.
14. Press: 7 The system will ask you to enter a 4-10 digit password. Enter your password! The system will repeat your new password and automatically save the changes.

USING YOUR MAILBOX:

PICKING UP MESSAGES

15. Call your voicemail number. WAIT FOR THE GREETING TO ANSWER, DURING THE GREETING.....
16. Press: * The system will ask for your password. Enter your password. The system will announce the number of waiting messages, followed by a list of choices.
17. Press: 7 to LISTEN TO YOUR MESSAGES. New messages will be heard first, followed by saved messages. After each message, you will be given the opportunity to press:
    3 to delete message.
    5 to save message.
    7 to replay message.
    * to rewind message (5 seconds).
    # to fast-forward message (5 seconds).
    8 to skip to next message.

Note: These options may be entered during the message as well.