



# Voice Mail Instructions

## ACCESS YOUR MAILBOX

Think of a 4-20 digit password that is easy for you to remember, but hard for someone else to guess. Your password insures privacy and confidentiality. Also think about the greeting you would like to have your caller hear. Be sure you are in a relatively quiet atmosphere before recording your greeting.

### From the phone subscribed to the service:

1. Dial the voice mail access number (shown below in bold) for your exchange:
  - **660.214.9125**  
Chillicothe (646, 707, 752, or 214)
  - **816.586.1125**  
Hamilton & Kingston (586)
  - **660.345.6125**  
Braymer (645)
  - **660.593.7125**  
Norborne (593 or 594)
  - **660.584.6500**  
Aullville & Higginsville (584)  
Corder (394)  
Mayview (237)
  - **660.644.7125**  
Avalon (636), Bogard (731), Breckenridge (644) Cowgill (255), Dawn (745), Knoxville (352), Lock Springs (772), Ludlow (738), Mooresville (755), Polo (354), Stet (484), Tina (622), Wheeling (659)
2. Please enter your password and then #.  
(0000 is the default temporary password.)

### From a different phone:

1. Dial the voice mail access number for your exchange shown above, UNLESS you are in Aullville, Higginsville, Corder or Mayview, then you will dial 660.584.6404.
2. Enter your 10-digit mailbox number.
3. Enter your password and then #.

## RECORD YOUR GREETING

1. Access your voice mailbox.
2. Press 9 or \* for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 2 to record your greeting.
5. Record your greeting and then press #.

## CHANGE YOUR PASSWORD

1. Access your voice mailbox.
2. Press 9 or \* for the mailbox setup menu.
3. Press 2 to change your password.
4. Enter you new password and then press #.
5. When prompted to verify the password, enter it again and then press #.

## ACTIVATE CALL FORWARD FEATURES

Call Forward Busy and Call Forward No Answer coincide with voice mail. You must activate at least one (or both) in order for voice mail to work.

### Call Forward-Busy

### Call Forward-No Answer

**Voice Mail Access #:** **660.644.7125** for exchanges 255, 352, 354, 484, 622, 636, 644, 659, 731, 738, 745, 755, 772; **660.593.7125** for exchanges 593 and 594; **660.214.9125** for exchanges 646, 707, 752, 214; **660.345.6125** for 645; **816.586.1125** for 586; **660.584.6500** for exchanges 584, 394, 237.

### To activate Call Forward-Busy:

Pick up your phone and listen for a normal dial tone, press \*90, then your Voice Mail Access # shown above (either 660.644.7125, 660.593.7125, 660.214.9125, 660.345.6125, 816.586.1125, or 660.584.6500).

To cancel press \*91

### To activate Call Forward-No Answer:

Pick up your phone and listen for a normal dial tone, press \*92, then enter the number of rings followed by your Voice Mail Access # (either 660.644.7125, 660.593.7125, 660.214.9125, 660.345.6125, 816.586.1125, or 660.584.6500).

Example: Press \*92, 4, 660.644.7125

(You may select any number from 2-9 for the number of rings desired.)

To cancel press \*93

When activating both of these options, you need to make sure the voice mail system plays your personal greeting then hang up to activate these two options. The greeting will automatically start playing.

## RETRIEVE MESSAGES

### Retrieve messages from home phone:

1. Access your voice mailbox.
2. Your first new message may play immediately. If not, press 1 to listen to your messages. You will hear the announcement "You have # new messages and # saved messages."
3. Press 1 to listen to new messages.
4. Press 2 to listen to saved messages.
5. When you have listen to all messages, press \* to return to mailbox set up options or simply hang up.

Your Voice Mailbox Number is:

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Your Voice Mailbox Password is:

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