

Welcome to your new, upgraded, voicemail. We hope you will enjoy using this easy and effective messaging system.

To begin using your voicemail please do the following:

1. Enter your Voicemail
2. Set up a Password
3. Record your Name
4. Record your Greeting(s)
5. Exit your Voicemail

Upon logging in for the first time, you will be prompted to change your password, record your name, and record your unavailable and busy greetings.

Enter Voicemail:

From your home phone:

- Dial *09
- Push *
- Enter password

From any phone:

- Dial 330-658-MAIL (6245)
- Enter phone number
- Enter password
- or
- Dial your home phone number
- Press "*" when greeting starts playing
- Enter password

Main Menu Options:

- "1" Listen to New Message
- "2" Change Folders
- "3" Advanced Options
- "0" Mailbox Options
- "*" Repeat Menu Options
- "#" Exit Voice Mail System

Mailbox Options:

- "1" Record Unavailable Greeting
- "2" Record Busy Greeting
- "3" Record your Name
- "4" Record your Temporary Greeting
- "5" Change your Password
- "*" Return to Main Menu

Setting Your Password:

Enter your password: 10 digit phone # (first time)

Enter a NEW password and **press the "*" key:**

Use a 5 to 10 digit number of your own.

Re-enter your new password and Press the "#" key.

Save Your Password:

Record your Greeting(s):

- Enter Voicemail
- Press "0" for mailbox options
- Press "1" to record unavailable greeting (played when no one answers)
- Press "2" to record busy greeting (played when you are on the phone)
- Press "3" to record your name

Exit your Voicemail:

- Press "#"

HOW TO USE YOUR VOICEMAIL

You will know you have messages when you pick up the headset of your telephone.

If you hear a stuttering dial tone, it means that you have a message. Without hanging up, you can follow these simple directions to get your messages.

Log into your voicemail using the "Enter Voicemail" instructions on previous page. The voicemail system will play back any messages you have once you log in. It will tell you the date and time the message was received and the caller id information.

During Message Playback:

During message playback, any of the following buttons may be pressed:

- "*" Rewind the message
- "#" Fast forward the message
- "0" Pause the message (press any button to resume playback)
- "1,4,5,6,7,8, or 9" Pressing any of these buttons will halt the playback of the message and perform the corresponding action from the after message playback options.

After Message Playback:

After the message has been played back, the system will play a prompt and wait for you to press a button:

- "1" Go to the first message in the current folder
- "2" Change Folders
- "3" Advanced Options
- "4" Go to the previous message in the folder
- "5" Replay the current message
- "6" Go to the next message in the folder
- "7" Delete or undelete the message
- "8" Forward the message to another user on the system
- "9" Save the message to a different folder
- "0" Mailbox options
- "*" Replay the prompt
- "#" Exit the voice mail system

The voicemail system allows you to save and organize your messages into 10 different folders.

When a caller leaves a message for you, the voicemail system will put the message into the "New" folder. If you listen to the message, but do not delete it or save it to a different folder, the voicemail system will automatically move the message to the "Old" folder.

Folder Names:

- | | | |
|--------|------------|------------|
| - New | - Family | - Folder 6 |
| - Old | - Friends | - Folder 7 |
| - Work | - Folder 5 | - Folder 8 |