

Voice Mail Menu Map

Main Menu:

Press 1: To listen to your messages
Press 3: To send a message to a mailbox
Press 7: To play current date & time
Press 9: To set-up your voice mailbox

Set-up Menu:

Press 1: For greeting options.
Press 2: To change password.
Press 4: Disable/Enable Auto-Login.
Press *: Return to main menu.

Greeting Menu:

Press 1 – To play your current greeting.
Press 2 – Keep greeting.
Greeting must be kept in order to be activated.
Press 3 – To delete greeting.
Press 4 – To record greeting.
Press * – Return to mailbox set-up.

Instructions For Call Forwarding Set-up:

Call forwarding can only be set up and cancelled from your telephone number.

Call Forward (No Answer)

1. Press *92 on a push button telephone.
2. Wait for the dial tone.
3. Enter number of rings you want your telephone to ring before it goes to call forwarded number. (Can set 2 to 9 rings).
4. Dial 755-2420 where calls are forwarded to voice mail system.
5. The forwarded telephone number will ring.
6. Forwarding is set up if the ringing telephone is answered (this would be when you hear your voice mail message).

To de-activate call forward no answer: Press *93

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Individual Voice Mail Set up Instructions



Tel: 641-755-2800

Mailbox Set-Up

Initial set-up from your telephone:

1. Dial 755-2420
2. Enter your user box number: 755____ (your telephone number)
3. Enter temporary password: 0000 (followed by the # key)
4. You will be at the Main Menu - Press 9 to set-up your voice mailbox
5. You will be at the Set-up Menu. Here you set up your greeting and change your password. Press 1 to change your greeting.
6. You will be at the Greeting Menu. Press 4 to record your greeting. It could be something like this:

“Thank you for calling the Johnson’s. We can’t take your call right now, but would like to return it. Please, leave your name, number and message and we will call you back as soon as we can.”
7. Review and ‘keep’ your greeting by following the voice commands.
8. After you have recorded and ‘kept’ your greeting, it is time to change your password. Most likely, you will need to press * to return to the Mailbox Set-up Menu.
9. From the Mailbox Set-up Menu, press 2 to change your password.
10. Follow the voice commands to change and verify your new password. Be sure to change it to something that is easy for you to remember, but hard for others to guess.
11. Congratulations! Your voice mailbox is ready to use and enjoy.

Accessing Your Mailbox to retrieve messages

There are three ways to dial into your voice mailbox: from your home phone, or two ways from a remote phone (like your office).

From your home phone:

1. Dial 755-2420 and then Press #
2. Enter your password followed by the # key. You will be at the Main Menu.
3. Press 1 to Listen to your messages. Follow the voice prompts to save, delete or forward your messages.

From a remote phone:

1. Dial 755-2420 and enter your mailbox number – which is your telephone number – when prompted.
2. Enter your password followed by the # key when prompted. You will be at the Main Menu.
3. Press 1 to Listen to your messages. Follow the voice prompts to save, delete or forward your messages.

OR

1. Dial your home phone number. When you hear your greeting, Press the # key to interrupt the greeting.
2. Enter your password followed by the # key when prompted. You will be at the Main Menu.

Message Review Options

When you are listening to your messages, you have three options:

- Press 1:** To listen to New messages.
- Press 2:** To listen to Saved messages.
- Press *:** Return to main menu.

Follow the voice prompts to save, delete or forward your messages.

While reviewing messages, you have the following options:

- Press 1** – Play or re-play message.
- Press 2** – Save message & go to next.
- Press 3** – Delete message & go to next
- Press 4** – Save message as new.
- Press 5** – Reply to a message.
- Press 6** – Forward message.
- Press 7** – Skip back three seconds.
- Press 8** – Pause or continue message.
- Press 9** – Skip forward three seconds.
- Press *** – Return to main menu.

