

VOICE MAIL USER GUIDE

Simple

Convenient

Reliable

**JAMES
VALLEY**
* *
TELECOMMUNICATIONS

Accessing Your Mailbox

1. **AT HOME:**
Dial *98
AWAY FROM HOME:
Dial your exchange +6245
(ex: 397-MAIL)
2. Either:
 - Press # if calling from the phone your voice mail is on
 - Enter your telephone number if calling from a remote phone
3. Enter your password, followed by the # key
Your password will be a default code of "0000" until you change it.
4. Main Menu:
 - **PRESS 1** to retrieve messages,
 - **PRESS 7** for current date, time or
 - **PRESS 9** for mailbox setup

Mailbox Setup

Press 9 from Main Menu

- a. **PRESS 1:** Greeting options
You can disregard this step if you choose to use the default greeting.
- b. **PRESS 2:** Change password
- c. **PRESS 4:** Auto Login Enable/Disable
- d. **PRESS *:** Return to main menu
- e. **PRESS 0:** Repeat instructions

Mailbox Setup, cont.

To change/record your greeting:

PRESS 1 from Mailbox Setup Menu

- 1. PRESS 1** – Listen to greeting
- 2. PRESS 2** – Save greeting
Greeting must be saved to be activated
- 3. PRESS 3** – Delete greeting
- 4. PRESS 4** – Record greeting
- 5. PRESS *** – Return to mailbox set-up
- 6. PRESS 0** – Repeat instructions

To change your password:

PRESS 2 from Mailbox Setup Menu

- Enter new password, followed by the # key.
The password can be any series of up to 16 digits. You will be unable to access your mailbox without this password, so be sure to choose one that is easy for you to remember.
- To verify, enter your password again, followed by the # key.

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To Retrieve Messages

Press 1 from Main Menu

- PRESS 1:** New messages
- PRESS 2:** Saved messages
- PRESS *:** Return to main menu

Listen to Messages:

- 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 7** – Skip back three seconds
- PRESS 8** – Pause or continue message
- PRESS 9** – Skip forward three seconds
- PRESS *** – Return to main menu
- PRESS 0** – Repeat instructions

Changing Ring Settings

By default, Voice Mail picks up after your phone rings 4 times. You can change the number of rings at any time by dialing ***95**.

The system will prompt “Please enter your desired call forwarding ring cycle from 0-10”. Enter your desired number of rings.