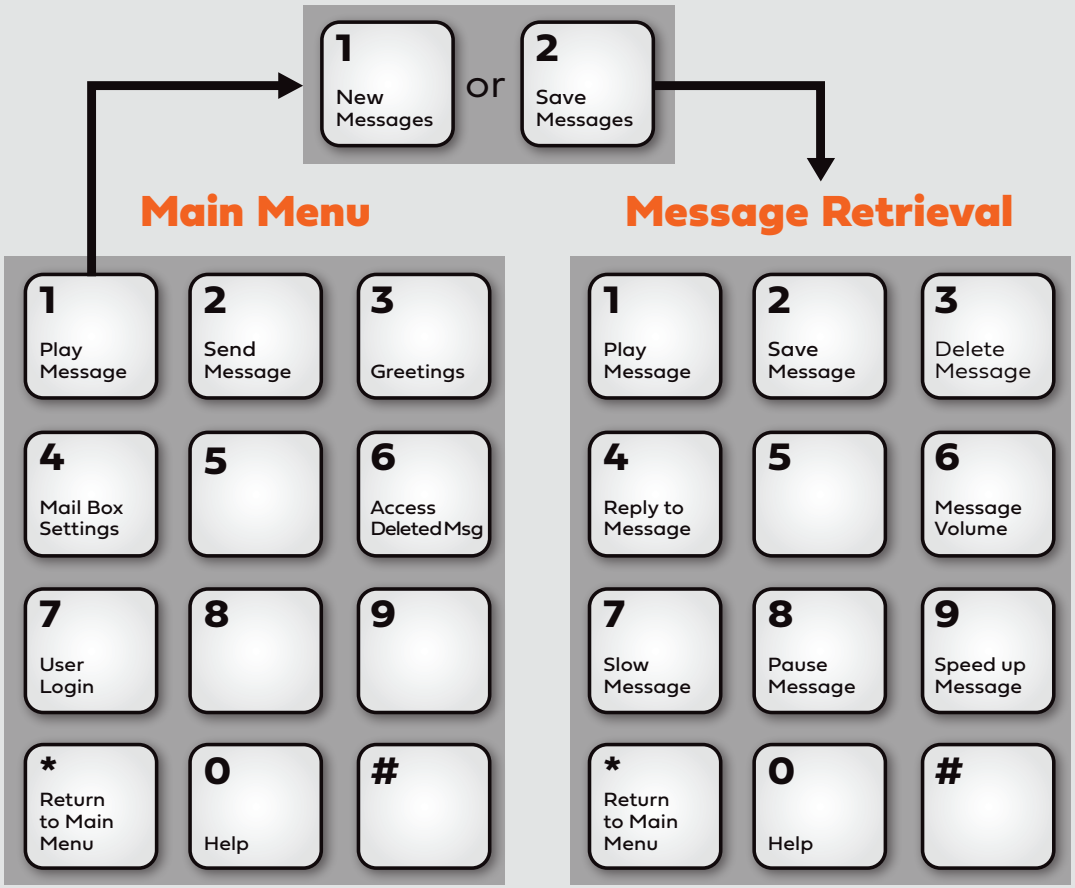

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Voice Mail

QUICK REFERENCE GUIDE

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Using the Voice Mail System

The Voice Mail system is menu driven. Listen to the voice prompts and then press the keys on your phone to select which option you would like.

ACCESSING VOICE MAIL

The first time you access your Voice Mail Box, you will be asked to set up your mailbox, and record your name and a greeting to be played for callers. **You will need to set up your voicemail using your home phone.**

Voice Mail Access Numbers

Atchison	(913) 372-0999
Bendena	(785) 988-1234
Denton	(785) 359-1234
Effingham	(913) 330-1234
Everest	(785) 548-1234
Hiawatha	(785) 740-1234
Highland	(785) 444-1234
Horton	(785) 487-1234
Huron	(785) 847-1234
Lancaster	(913) 330-1234
Muscotah	(785) 872-1234
Robinson	(785) 544-1234
Sabetha	(785) 300-1234
Seneca	(785) 334-1234
Troy	(785) 982-1234
Wathena	(785) 990-1234
Whiting	(785) 873-1234
Willis	(785) 547-1234

Accessing Voice Mail From Your Home Phone:

1. Dial access number listed above for your area
2. When prompted, enter your Voice Mail password
3. If you have new messages, the messages will be identified

Accessing Voice Mail From an Outside Phone:

1. Dial access number listed above for your area
2. When prompted, enter your 10-digit home phone number
3. When prompted, enter your Voice Mail password
4. If you have new messages, the messages will be identified

VOICE MAIL MAIN MENU

Action	Key
Play Inbox Messages	1
Send Messages	2
Work with Greetings	3
Mail Box Settings	4
Access Deleted Messages	6
Log on as a Different User	7
Help	0
Exit Voice Mail System	*

MESSAGE PLAYBACK OPTIONS

Action	Before Message	During Message	After Message
Skip to message body	#		
Skip to next message		#	
Reply to message		4	4
Save message and go to next		2	2
Delete		3	3
Play Inbox messages	1		1
Access deleted messages (after playing a deleted message, 2 to save, 3 to permanently erase)	6		
Help	0	0	0
Return to Main Menu	*	*	*

DELIVERY OPTIONS MENU

Replying to a Message – Dialing the Originator:

While listening to a message, you can call the person back by pressing 4 and selecting option 1.

This capability will not work if the Voice Mail system was not able to identify the Caller ID information when the original Voice Mail was received or if your phone is configured with call restrictions which prevent you from calling the originator's number.

Changing Your Voice Mail Password:

1. Access your Voice Mail Box
2. From the Main Menu, press 4 to change your settings
3. Press 3 for security options
4. Press 1 to change the PIN

Recording Your Personal Greeting:

1. Access your Voice Mail Box
2. From the Main Menu, press 3
3. To set up a personal greeting, press 1
4. To set up a system generated greeting or to change the recording of your name, press 3
5. To change the greeting that callers hear when you're busy, press 5
6. If you don't record a personal greeting, a generic greeting will be played

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