

1 Voicemail

1.1 Accessing Voicemail

When you have one or more unheard voice messages waiting, your phone will display a flashing light.

To listen to your messages log in, either by dialing the voicemail access code *98, or press the Messages or Voicemail key (which is an envelope) if your phone has one.

The first time you access your voicemail box you will be asked to set up your mailbox, and record your name and a greeting to be played by callers.

To set up your voice mail dial the access code *98

Enter the **default PIN – 8978** and press # and follow the instructions

1.2 Using the Voicemail System

The voicemail system is menu driven, so listen to the voice prompts and then press the keys on your phone to select which option you would like.

Once you become familiar with the system there you can interrupt the announcements to speed up your experience.

For your convenience, the most commonly used mailbox commands are as follows.

Dial *98

Enter your PIN followed by #

The system will advise you of your message situation

To listen to your voice messages from the main menu: Press **1**

To send a message : Press **2**

To work with your greetings Press **3**

To change your mailbox settings from the main menu: Press **4**

To work with your reminder messages Press **5**

Press *****

To cancel the current operation:

To go back to the previous menu: Press *****

To finish entering digits, or recording an announcement: Press **#**

