

Paging Voice Mail Instructions



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SAMPLE GREETING WITH CUSTOM GREETING ONLY

Hi! This is [your name]. You have activated my pager. Please key in your telephone number. [with area code] and I will call you as soon as I am able. Thanks for calling. Bye!

SAMPLE GREETING WITH VOICEMAIL

Hello! Thank you for calling! This is [your name]. I am unable to answer right now; however, you have activated my electronic Voicemail and Paging System. Please leave a message after the beep, or, for a quicker response just key in your phone number at any time! I'll get back to you as soon as possible. Have a great day!

I. To Access your Paging Features:

(NOTE: You will be paged with your own pager number when someone leaves you a voice message.)

- #1 - Dial your pager number from any Touch-tone phone
- #2 - Press "0" during the greeting
- #3 - Key in your access code**
- #4 - Use the commands below (You are AUTOMATICALLY in mode 14 or 10!!)

** (Your initial access code is 1234. It is strongly recommended that you change your access code to another 4-digit number that does not begin with 0, in order to prevent unauthorized access.)

Personal
Access Code

II. Paging Feature Modes: (For recorded help - press * in each mode)

• Press 11 for Custom Greeting Recording Mode [Record your Greeting Message]

- Press 30 - to record (begin speaking after beep)
- Press 1 - to stop recording (records end beep)
- Press 40 - to listen to your recording (Rare is one who is able to record a greeting the first time, to start again, press 30)

• Press 14 for Numeric (Mail) Retrieval Mode [Listen to your phone numbers/codes]

- Press 3 - to listen to the newest and/or next page (a computer voice will dictate the numbers entered)
- Press 7 - to listen to the date & time the page was received
- Press 2 - to *permanently delete* the page from Numeric Mail (Numeric pages remain indefinitely until you delete them.)
- Press 4 - to listen to the previous page
- Press 5 - to replay the same page

• Press 10 for Voice Mail Retrieval Mode [Listen to your Voice Messages]

- Press 3 - to listen to the newest and/or next recorded message
- Press 7 - to listen to the date & time the message was received
- Press 2 - to *permanently delete* the message from Voice Mail
- Press 4 - to listen to the previous message
- Press 5 - to replay the same message

NOTE: Mode 10 is only available if you have a Paging Voice Mail Plan.

• Press 17 for Access Code Change Mode [Change your Access Code]

- Press 3 - then enter your new 4-digit code and press #
- Press 4 - to listen to your access code

III. Voice Mail Plan System Parameters

Mini Voice Mail:	30 sec. greeting, 30 sec. incoming message, 5 message storage, 12 hour retention
Standard Voice Mail:	30 sec. greeting, 60 sec. incoming message, 10 message storage, 24 hour retention
Deluxe Voice Mail:	30 sec. greeting, 2 min. incoming message, 20 message storage, 72 hour retention
Plan AMB:	30 sec. greeting, 60 sec. incoming message, 10 message storage, 24 hour retention
Plan AMC:	30 sec. greeting, 60 sec. incoming message, 15 message storage, 48 hour retention
Plan AMD:	30 sec. greeting, 60 sec. incoming message, 20 message storage, 72 hour retention
Plan AME:	30 sec. greeting, 2 min. incoming message, 25 message storage, 72 hour retention
Plan CP1:	10 sec. greeting, 30 sec. incoming message, 10 message storage, 4 hour retention
Plan CP2:	30 sec. greeting, 60 sec. incoming message, 15 message storage, 24 hour retention
Plan CP3:	60 sec. greeting, 90 sec. incoming message, 20 message storage, 72 hour retention

Helpful Hint: It is easy to call forward your home or business phone to your paging voice mail system using either manual or delayed call forwarding. Just call us for more information!