



# Landline Phone - Voicemail

2024

## When a message is waiting, the system will notify you with two methods:

- If your phone is equipped with a message waiting indicator light, it will begin to flash.
- When you pick up your handset, you will hear a brief stutter-tone and then a normal tone.

## To access your voicemail for the first time:

From your home phone, dial 989-369-9990. Enter your phone number and #. Enter the default pin 0-0-0-0-0. The attendant will guide you through your mailbox setup, where you will change your security pin, record your greeting and your name.

## To access your voicemail from your home phone:

From your home phone, press \*15. Then enter your security pin and #.

## To access your voicemail remotely (from another phone):

Dial 989-369-9990. Enter your phone number and pin # (per the attendant).

### Main Menu

- 1 - Get messages
- 2 - Send message
- 3 - Change greeting
- 4 - Settings (including pin)
- 6 - Get deleted messages
- 7 - Log on as another subscriber
- 0 - More help

\* (Star) - Exit Voicemail

### Listening Menu

- 1 - Restart message
- 2 - Save message
- 3 - Erase message
- 4 - Other options
- 0 - Helpful hints

### Saved Msg Menu

- 1 - Repeat
- 2 - Save as new
- 3 - Delete
- 4 - Reply
- 5 - Send a copy
- # - Leave as saved