

GUIDE TO USING VOICEMAIL

Telephone keypad navigation for subscribers



1

Review Messages

Hear Message

2

Changing Folders

Change Folders

3

Main Menu

Options

0

Mail Box Options

Record Greeting

1

During Message Playback

Options

Mailbox Access

Access Voicemail

- 0 Mailbox Options
- 3 Advanced Options
- 4 Previous Message
- 5 Replay
- 6 Next Message
- 7 Erase
- 8 Send Copy
- 9 Save
- * Replay the prompt
- # Exit the voicemail system

- 0 New messages
- 1 Old messages
- 2 Work messages
- 3 Family messages
- 4 Friends messages
- 5 Folder 5 messages
- 6 Folder 6 messages
- 7 Folder 7 messages
- 8 Folder 8 messages
- 9 Folder 9 messages
- # Cancel folder operation

- 1 Listen to messages
- 2 Change folders
- 3 Advanced Options
- 0 Mailbox Options
- * Repeat the menu options
- # Exit

- 1 Record unavailable message
- 2 Record busy message
- 3 Record name
- 4 Record temporary greeting
- 5 Change password

- * Rewind 3 seconds
- # Fast forward 3 seconds
- 0 Pause message *press any button to resume

Remote Set Up Instructions

- Dial 541-229-1002
 - Wait for prompt then enter assigned access number followed by the #.
 - Wait for the prompt then enter your temporary passcode of 1234 followed by the #
 - Select Option 0 to record your outbound greetings.
- ### Set up from your phone
- Call your telephone number
 - When you hear your greeting press the *
 - You will be directed to the main menu
 - *The first time you log into the system you will be required to change some settings*
 - Record your name
 - Record you busy greeting
 - Record you unavailable greeting
 - Change your password
 - Your ComSpan Customer Care Representative will provide you with set up instructions