



Voice Mail Instructions

ACCESS YOUR VOICE MAIL

From the phone subscribed to the service:

1. Dial 846-6245(MAIL).
2. If prompted, enter your password and then #.

From a different phone:

1. Dial 846-6269(MBOX).
 2. Enter your 10 digit mailbox number.
 3. Press * during the greeting.
 4. Enter your password and then #.
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RECORD YOUR GREETING

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 2 to record your greeting.
5. Record your greeting and then press #.

CHANGE YOUR PASSWORD

1. Access your voice mailbox
 2. Press 9 for the mailbox setup menu.
 3. Press 2 to change your password.
 4. Enter your new password and then press #.
 5. When prompted to verify the password, enter it again and then press #.
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RETRIEVE MESSAGES

1. Access your voice mailbox.
2. Your first new message may play immediately. If not, press 1 to listen to

your messages. You will hear the announcement “You have ‘x’ new messages and ‘x’ saved messages.”

3. Press 1 to listen to new messages.
4. Press 2 to listen to saved messages.

WHEN RETRIEVING MESSAGES, YOU CAN:

- Press 1 Play the message again.
 - Press 2 Save the message and play the next.
 - Press 3 Delete the message and play the next.
 - Press 4 Save the message as new.
 - Press 5 Reply to the message*.
 - Press 6 Forward the message to another mailbox*.
 - Press 7 Skip backward in the message.
 - Press 8 To pause the message.
 - Press 9 To skip forward in the message.
- * Voice Mail package must be set to allow this capability.
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USING VOICE MAIL TO E-MAIL:

1. Check your E-Mail as you normally would.
 2. When you get a voice mail message, you will receive an email from ‘PGTELCO’ delivered right to your inbox. The message will have an attachment.
 3. Open the attachment and your media player will play the message.
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1. If desired, save the attachment on your PC.
 2. Follow the links in the message to save or delete the message from the Voice Mail system