



Simple

Voice Mail

Convenient

Accessing Your Mailbox

1. Dial **586-1001**.
2. Either:
Press # if calling from the phone your Voice Mail is on, **OR Enter your telephone number, area code first**, if calling from a remote phone, **OR** with Auto Login and accessing from home phone no entry required.
3. **Enter your password, followed by the # key.**

Accessing Your Sub-Mailbox

1. Follow steps **1** and **2** to access your mailbox.
2. Enter your sub-mailbox number. *If you are the group administrator and wish to record a group greeting, press ** to access the group greeting menu. *A voice prompt will guide you through those steps.*
3. **Enter your password, followed by the # key.**

Reliable

USER GUIDE

Accessing Your Mailbox

1. Dial **586-1001**.
2. Either:
Press # if calling from the phone your voice mail is on, **OR Enter your telephone number, area code first**, if calling from a remote phone, **OR** with Auto Login and accessing from your home phone no entry is required.
3. **Enter your password, followed by the # key.** *Your password will be a default code of "0000" until you change it.*
4. Main Menu: **Press 1** to retrieve messages, **Press 3** to send, **Press 7** for current date and time or **Press 9** for mailbox setup.

Accessing Your Sub-Mailbox

1. Follow steps **1** and **2** from above.
2. Enter your sub-mailbox number. *If you are the Group Administrator and wish to record a group greeting, **press *** to access the Group Greeting Menu. A voice prompt will guide you through those steps.*
3. **Enter your password, followed by the # key.** *Your password will be a default code of "0000" until you change it.*
4. Main menu: **Press 1** to retrieve messages, **Press 5** to hear which sub-mailboxes have new messages or **Press 9** for mailbox setup.



50 Swart St. • Margaretville, NY 12455
845-586-3311

To Retrieve Messages

Three options in message retrieval menu:

- a. **Press 1:** New messages.
- b. **Press 2:** Saved messages.
- c. **Press *:** Return to main menu.

Listen to messages:

1. PRESS 1 - Play or re-play message.
2. PRESS 2 - Save message and go to next.
3. PRESS 3 - Delete message and go to next.
4. PRESS 4 - Save message as new.
5. PRESS 5 - (1) Reply to a message
6. PRESS 6 - (1) Forward message
7. PRESS 7 - Skip back three seconds.
8. PRESS 8 - Pause or continue message.
9. PRESS 9 - Skip forward three seconds.
10. PRESS * - Return to main menu.

(1) Optional

To receive messages from your computer:

1. Go to <http://www.managemyphone.com>.
2. Enter your user **ID** which is your 10 digit telephone number and your password (your **PIN#**).
3. **Hit Submit.**
4. On the next page you can change your user name & password by clicking on the **EDIT** button.
5. To make changes to your box & get messages from the web click on **VOICE MAIL**.

Mailbox Set-up

Three options in mailbox set-up menu:

- a. **Press 1:** Greeting options
(you can disregard this step if you choose to use the default greeting).
- b. **Press 2:** Change password.
- c. **Press 3:** (1) Notification Options
- d. **Press 4:** Auto Login Enable/Disable
- e. **Press *:** Return to main menu.

To change or record your greeting:

1. Press 1 - Greeting options.
2. Press 4 - Record your greeting.
3. Press # - End recording function.
4. Press 1 - Listen to greeting.
5. Press 2 - Save greeting. Greeting must be saved to be activated.
6. Press 3 - Delete greeting.
7. Press 4 - Re-record greeting. Then follow steps 3-7 again.
8. Press * - Return to mailbox set-up.

To change your password:

1. Press 2 - Change your password.
2. Enter new password, followed by the # key. *This password is any series of up to 16 digits you choose. You will be unable to access your mailbox without this password, so be sure to choose one that is easy for you to remember.*
3. To verify, enter your password again, followed by the # key.