

VOICE MAIL

Voice Mail is similar to an answering machine, but there is no equipment to purchase or replace. It works even if the power is off. It has the ability to answer your calls if you do not answer, or if you are on the telephone. Your calls can be retrieved remotely from any telephone regardless of where you are. You have the ability to save or delete your messages. Voice Mail even gives you the convenience of forwarding features.

VOICE MAIL TO EMAIL

Receive an email with an attached WAV file each time someone leaves you a voice message.

Email notification is available at no charge.

ACCESSING YOUR MAILBOX

Dial (___) - ___ - MAIL (6245). (Insert your exchange prefix).

(All Viroqua Customers must dial (608) 638-6245)

(All Cashton Customers must dial (608) 634-6245)

Then Either:

If using Auto Login and accessing from your home phone, no entry is required, and the first message will play immediately, **OR**

If calling from a Vernon Communications line other than your home phone, press #, if not requested to enter your mailbox number (which is your 10-digit phone number), **OR**

Enter your 10 digit telephone number if calling from a remote phone.

If requested, enter your password followed by the # key. Your password will be your Vernon Communications account number by default. To change your password, go to mailbox setup.

MAIN MENU:

Press 1 to retrieve messages

Press 7 for current date and time, or

Press 9 for mailbox setup



SETUP MENU OPTIONS

Press 1 - Greeting options

Press 2 - Change password

Press 4 - Auto login options

Follow recorded instructions.

LISTEN TO MESSAGES

Press 1 - Play or replay message

Press 2 - Save message and go to next

Press 3 - Delete message and go to next

Press 4 - Save message as new

Press 6 - Forward message

Press 7 - Skip back three seconds

Press 8 - Pause or continue message

Press 9 - Skip forward three seconds

Press * - Return to main menu

RETRIEVE DELETED MESSAGES

Don't hang up. Follow the voice prompts to listen to the messages. Once you have played the message you deleted, you may use any of the options above to change your message status.

BASIC VOICE MAIL

Max, message length = 60 seconds

Total record time = 10 minutes

ENHANCED VOICE MAIL

Max, message length = 180 seconds

Total record time = 20 minutes

