



Basic Voice Mail Router and Boxes

Telephone User Instructions

Voice Mail Router and Boxes For:

- Voice Mail Router Number: - -
- Voice Mail Box Assignments¹:
- | | |
|----|----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | |

¹ Callers to the Voice Mail Router who do not choose an option will be routed to Voice Mail Box 0 (general voice mail box) to leave their message.

ACCESS YOUR VOICE MAIL ROUTER GREETING

Dial 612-767-POPP (7677)

or [*15] *Not available with all line types*

If prompted, enter your voice mail box router number

If prompted, enter your password (default is 1234), then [#]

-or- Dial Your Voice Mail Router Number

While greeting is playing, press [*]

Press [0] for the router greeting (family greeting)

If prompted, enter your password (default is 1234), then [#]

Record Your Voice Mail Router Greeting For the First Time from the main menu

1. Press [0] for the router greeting (family greeting)
2. If prompted, enter your password (default is 1234), then [#]
3. Press [9] for mail box setup
4. Press [1] for greeting options
5. Press [2] to record greeting
6. Record greeting, press [#] to save greeting

Forward All Calls to Your Voice Mail Box

If you use Call Forward Variable [*72] to forward all calls to your voice mail box, you must program 612-767-POPP (7677) as the forwarding number.

Sample Router Greeting

Thank you for calling ABC Company. To leave a voice mail message for Karen Blacksmith, press 1; for Michael Anderson, press 2; or for Drew Barnton, press 3. To leave a general voice mail message, please stay on the line. Thank you for calling ABC Company.

ACCESS A VOICE MAIL BOX ON YOUR ROUTER

Dial 612-767-POPP (7677)

or [*15] *Not available with all line types*

If prompted, enter your voice mail router number

Enter your mailbox ID (1-9 or 0 for general voice mail box)

If prompted, enter your password (default is 1234), then [#]

Record Your Voice Mail Box Greeting from the main menu

Tip: In your greeting, you can instruct callers to press [#] to bypass the rest of your greeting and immediately leave a message.

1. Press [9] for mail box setup
2. Press [1] for greeting options
3. Press [2] to record your greeting
4. Record greeting, press [#] to save greeting

Auto Login from the main menu

1. Press [9] for mail box setup
2. Press [4]. Announcement will state whether Auto Login is enabled or disabled
3. Press [1] to change current setup

For Greeting Only Voice Mail Box from the setup menu

1. Press [1] for greeting options
2. Press [2] to record your greeting
3. Press [#] to save greeting

Listen to Messages from the main menu

Press [1] to listen to new messages

-or- Press [2] to listen to saved messages

While listening to new or saved message, press:

- [1] to play the message again
- [2] to save the message and play the next
- [3] to delete the message and play the next
- [4] to save the message as new
- [5] to return the call (when Caller ID is available)
- [6] to forward the message to another mailbox
- [7] to skip backward in the message
- [8] to pause the message, press again to unpause
- [9] to skip forward in the message

Voice Mail Box Password, from the main menu

1. Press [9] for mail box setup
2. Press [2] to change password
3. Enter your new password (1-16 digits), then press [#]
4. When prompted to verify password, enter new password again, then press [#]