



Greeting Only Voice Mail Box

Telephone User Instructions

Voice Mail Box For:

Voice Mail Box Number: - -

ACCESS YOUR VOICE MAIL BOX

Dial 612-767-POPP (7677)

If prompted, enter your voice mail box number

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

-or- Dial Your Voice Mail Box Number or DID (Direct Inward Dial) Number - - (if feature is purchased)

While greeting is playing, press [*]

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

Record Your Voice Mail Greeting from the main menu

If you have the Multiple Greetings feature, you must use the Multiple Greetings instructions in the Manage My Voice Mail section below.

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 the current setup

Change Your 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 [#]

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.

MANAGE MY VOICE MAIL FEATURE PACKAGE ¹ Chargeable

Outdial (transfer to another number) from the main menu

1. Press [9] for mail box setup
2. Press [7] for outdial menu
3. Press [0] to enter a new number
4. Enter new 10-digit local telephone number
-or- to disable Outdial, enter [000-000-0000]

Multiple Greetings

Record a New Greeting from the main menu

1. Press [9] for mail box setup
2. Press [1] for greeting options
3. Press [5] to pick a new greeting
4. Select a greeting 0-9
5. Press [2] to record your new greeting, then press [#]
6. Press [5] to pick a new greeting
7. Select a greeting 0-9 (this will now be the active greeting)

Select a Different Greeting to Play from the main menu

1. Press [9] for mail box setup
2. Press [1] for greeting options
3. Press [5] to pick a new greeting
Select a greeting 0-9 (this will now be the active greeting)

¹ Computer must have Microsoft Silverlight. Download Microsoft Silverlight for free at www.microsoft.com/silverlight