



# Single Voice Mail Box User Map

## Access Your Voice Mail Box

1. Dial 612-767-POPP (7677) or dial [\*15] *Not available with all line types*
  2. When prompted, enter your voice mail box number (typically, your main number)
  3. When prompted, enter your password (default is 1234), then press [#]
- or-
1. Dial your voice mail box number or your Direct Inward Dial (DID) number
  2. While greeting is playing, press [\*]
  3. When prompted, enter your password (default is 1234), then press [#]

## Main Menu

- [1] Listen to messages
- [3] Send a message<sup>1</sup>
- [5] Dial Outdial number
- [7] Play current date and time
- [9] Mail box setup
- [0] Repeat main menu options
- [\*] Enter a different voice mail box

## Message Menu

- [1] Listen to new messages
- [2] Listen to saved messages
- [3] Listen to messages marked for deletion
- [0] Repeat message menu options
- [\*] Return to main menu

## Mail Box Setup Menu

- [1] Greeting options
- [2] Change password<sup>2</sup>
- [3] Edit notification options
- [4] Enable/disable auto login
- [5] Change language settings → **Language Settings**
- [7] Edit Outdial number<sup>3</sup>
- [8] Record name
- [9] Change pager options
- [0] Repeat mail box setup menu options
- [\*] Return to main menu

## Language Settings

- [1] English
- [3] Spanish

## Notification Options

- [2] Turn daily notification [on/off]
- [3] Change time to be notified
- [0] Repeat notification options
- [\*] Return to mail box setup menu

## Listen to Message Options

- [1] Start current message over
- [2] Save message and go to next message
- [3] Delete message and go to next message
- [4] Save message as new and go to next message
- [5] Return call (when Caller ID is provided)
- [6] Forward message<sup>1</sup>
- [7] Rewind message 3 seconds
- [8] Pause/resume
- [9] Fast forward message 3 seconds
- [0] Repeat listen to message options
- [\*] Return to message menu
- [#] Time and phone number of message

## Greeting Options

*With multiple greetings feature*

- [1] Play current greeting
- [2] Re-record greeting
- [3] Delete current greeting
- [5] Pick a new greeting
- [0] Repeat greeting options
- [\*] Return to mail box setup menu

## Greeting Options

*Without multiple greetings feature*

- [1] Play current greeting
- [2] Re-record greeting
- [3] Delete current greeting
- [0] Repeat greeting options
- [\*] Return to mail box setup menu

<sup>1</sup> Feature works only when forwarding a voice mail message to another voice mail box on POPP's AP voice mail system.

<sup>2</sup> If [#] is entered without entering a new password—and confirmed by pressing [#] again, you will not be prompted to enter a password when calling voice mail. POPP does not recommend this, as any caller can access your voice mail by entering [\*] during your greeting. A better option is to enable the auto login feature, which allows you to enter voice mail without being prompted for a password when calling from the phone line assigned to your voice mail box.

<sup>3</sup> Outdial must be configured to call a 10-digit local telephone number.