

USING WHEAT STATE TELEPHONE VOICE MAIL



To ACTIVATE YOUR VOICE MAIL

From the phone subscribed to the service:

1. Dial * 9 0.
2. Listen for dialtone, enter your community's access number _____ (see list)
3. Listen for dialtone. Hang up.
4. Dial *92
5. Listen for dialtone, enter your community's access number _____
6. Listen for dialtone. Hang up.
7. Done! Your Voice Mail is set!

ACCESS YOUR VOICE MAIL

From the phone subscribed to the service:

1. Dial * 9 8.
2. If prompted, enter your PIN and then #.

From a different phone:

1. Dial phone # subscribed to service
2. Press * enter your PIN and then #.

RECORD YOUR GREETING

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 4 to record your greeting.
5. Record your greeting and then press #.

CHANGE YOUR PIN

1. Access your voice mailbox
2. Press 9 for the mailbox setup menu.
3. Press 2 to change your password.
4. Enter your new password and then press #.
5. When prompted to verify the password,

RETRIEVE MESSAGES

1. Access your voice mailbox.
2. Your first new message may play immediately. If not, press 1 to listen to your messages. You will hear the announcement "You have x new messages and x saved messages."
3. Press 1 to listen to new messages.
4. Press 2 to listen to saved messages.

WHEN RETRIEVING MESSAGES, YOU CAN:

- Press 1 Play the message again
Press 2 Save the message and play the next
Press 3 Delete the message and play the next
Press 4 Save the message as new
Press 5 Reply to the message*
Press 6 Forward the message to another mailbox*
Press 7 Skip backward in the message
Press 8 To pause the message
Press 9 To skip forward in the message

**Voice Mail package must be set to allow this capability.*

USING VOICE

MAIL TO E-MAIL:

1. Check your E-Mail as you normally would.
2. When you get a voice mail message, you will receive an email from 'YOURTELEPHONE' delivered right to your inbox. The message will have an attachment.
3. Open the attachment and your media player will play the message.
4. If desired, save the attachment on your PC.
5. Follow the links in the message to save or delete the message from the Voice Mail system.

Your Voice Mailbox DEFAULT PIN Is: 0 0 0 0

To activate your voice mail, please use your community's voice mail access phone number. The first three digits should match your phone number*:

Olpe	475-6245	Udall/Rock	782-6245
Cassoday	735-4599		
Potwin	752-6245		
Matfield Green	753-3495	*Rock customers dial Udall	

