

# Getting Started Guide

## Getting Started

To access your mailbox

1. Call the access number : **513-554-1234 or \*11**
2. Listen to the introductory prompt.
3. Press #. (You can interrupt the introductory prompt by pressing the # key.)
4. Enter your ten-digit mailbox number.
5. Enter your temporary password: **1111**
6. Enter new password (**4-15** digits) and press #
7. Re-enter password and press #

You are now signed on to the voice mail system. You can bypass listening to your messages by pressing \*, which will also take you back to the Main Menu. If you have no messages, you will hear, “You have no unheard messages,” followed by “Main Menu.” Now you are ready to use the commands on the voice mail system.

### Options Available to You while Listening to Your Messages

- Rewind 10 Seconds **1**
- Rewind to Beginning **11**
- Pause or Restart Message **2**
- Forward 10 seconds **3**
- Forward to End of Message **33**
- Hear Date, Time, Sender, and Message Length **5**
- Forward to end of Message and Delete **77**
- Lower the volume **7**
- Forward to end of Message and Save **99**
- Cancel **\***
- Skip to Next Message **#**

### Options Available to You at the End of Your Message

- Replay this Message **4**
- Hear Date/Time/Sender’s Numbers **5**
- Send a Copy with introduction **6**
- Send a Copy without introduction **66**
- Replay a Message **8**
- Delete a Message **7**
- Save a Message **9**
- Other Options **0**
- Skip to next Message **#**
- Return to Main Menu **\***

## The Main Menu

The Main Menu is the first menu presented to you after you access your mailbox. The Main Menu serves as the “entryway” to your mailbox. From this menu, you can access all your Voice Messaging features.

### Password

To change your password, from the Main Menu:

- Press **4,2,1**.
- Enter your new password. (Note: your password may contain from 4 to 15 digits.)
- Press #.

- **Greeting**

To record a new greeting, from the Main Menu:

- Press **4,3,1**

- **Recorded Name**

To record a new name, from the Main Menu:

- Press **4,3,3**.