

BLOOMER TELEPHONE COMPANY VOICE MAIL OPERATION

ACCESS YOUR VOICE MAIL

For the first time:

Dial *98 from phone subscribed to service.

When prompted for mailbox number enter 715568XXXX where XXXX = the last 4 digits of your phone number.

When prompted for password enter 0000#

When prompted enter new password (2-16 digits).

Follow instructions to complete setup.

To eliminate the need to always enter 715568XXXX and password, change option 4 in mailbox setup menu to enable auto login.

After voice mail setup is complete from the phone subscribed to the service:

Dial *98.

Follow prompts.

From a different phone:

Dial 568-6245 (MAIL).

Enter your 10-digit mailbox number.

Enter your Password and then #.

RECORD YOUR GREETING

Access your voice mailbox.

Press 9 for the mailbox setup menu.

Press 1 for greeting options.

Press 2 to re-record your greeting.

Record your greeting and then press #.

Press * to return to main menu

CHANGE YOUR PASSWORD

Access your voice mailbox

Press 9 for the mailbox setup menu.

Press 2 to change your password.

Enter your new password and then press #.

When prompted to verify the password, enter it again and then press #.

RETRIEVE MESSAGES

Access your voice mailbox.

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.*”

Press 1 to listen to new messages.

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

Press * To return to main menu

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

USING VOICE MAIL TO E-MAIL:

Check your E-Mail as you normally would.

When you get a voice mail message, you will receive an email from Bloomer Telephone

Company delivered right to your inbox. The message will have an attachment.

Open the attachment and your media player will play the message.

If desired, save the attachment on your PC.

Follow the links in the message to save or delete the message from the Voice Mail system.