

Voicemail from Bloomer Telephone Company means never having to worry about a missed call.

Whether you're away from home, on the phone or just don't want to answer the phone—your caller can leave a message.

- ✓ **Experience Crystal Clear Messages**
- ✓ **Get Messages Via Email**
- ✓ **Access Messages from Anywhere, Anytime**



Voicemail User Guide

Simple • Convenient • Reliable

1120 15th Ave., Bloomer, WI 54724
Bloomer.net | 715-568-4830



Using Bloomer Telephone Company Voicemail

Access your Voicemail

For 568 customers, dial *98 from phone subscribed to service. For all other customers, dial *62.

1. When prompted for mailbox number, enter 715568XXXX where XXXX= the last 4 digits of your phone number.
2. When prompted for password, enter 0000 #.
3. When prompted, enter new password (2-16 digits).
4. Follow instructions to complete setup.
5. To eliminate the need to always enter 715568XXXX and password, change option 4 in mailbox setup menu to enable auto login.

After voicemail setup is complete from the phone subscribed to the service:

1. Dial *98.
2. Follow Prompts.

From a different phone:

1. Dial 568-6245 (MAIL).
2. Enter your 10-digit mailbox number.
3. Enter your password and then #.

Record your Greeting

1. Access your voicemail box.
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 #.
6. Press 2 to keep your greeting.
7. Press * to return to the main menu.

Change your Password

1. Access your voicemail box.
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, enter it again and then press #.

Retrieve Messages

1. Access your voicemail box.
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 Pause the message.
- Press 9 Skip forward in the message.
- Press * Return to the main menu.

Using Voicemail to Email

1. Check your email as you normally would.
2. When you get a voicemail message, you will receive an email from Bloomer Telephone Company 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 device.
5. Follow the links in the message to save or delete the message from the voicemail system.

Your Phone Number is:

Your Voicemail Box Password is:

Simple • Convenient • Reliable

