

SELECT # OF RINGING FOR VOICE MAIL PICK

CALL FORWARD NO ANSWER

1. Dial *92 (Touchtone) or 1192 (Rotary/Pulse).
2. When you hear the second dial tone, dial the number of rings before the call forwards, then dial the number you want your calls forwarded to.
3. When someone answers the number you dialed, Call Forwarding is activated.
4. If you receive a busy signal or no answer, hang up and try the first two steps within two minutes. You will get a confirmation tone indicating that this option is activated.

Dial *93 (Touchtone) or 1193 (Rotary/Pulse) then listen for a confirmation tone.

** Both Call Forward Busy and Call Forward No Answer work great when used with voice mail.*

Communication is important to you. You take special care to be sure people can reach you as needed. Why risk missing calls? Voice Mail from Your Telephone Company make certain that you always get your most important messages. After all - it's your call.

Our Voice Mail guarantees that you won't miss a call - if you are away from home, on the phone, or just don't feel like answering right now.

- ✓ Experience Crystal Clear Clarity
- ✓ Save Important Messages
- ✓ Access Messages From Your PC

**It's Your Call...
Take it.**

Or, leave it to Voice Mail.

Comm1
The Local

105 S Main St
Kancawha, Iowa 50447

641-762-3772
800-469-3772

E-mail:

comm1net@comm1net.net

VOICE MAIL USER GUIDE

It's YOUR CALL....

Take it.

Or, leave it to Voice Mail.

Comm1
The Local

Using Communications 1 Network Voice Mail



ACCESS YOUR VOICE MAIL

From the phone subscribed to the service:

1. Dial 762-8299 for Kanawha, Klemme and Corwith.
 2. Dial 925-0500 for Garner.
 3. Dial 843-0500 for Britt.
 4. If prompted, enter your PIN (0000) and then #.
- From a different phone:
1. Dial your access code for your city.
 2. Enter your 10-digit mailbox number.
 3. Enter you 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 2 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, enter it again and then press#.

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 capacity.

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 Number Is: _____
Your Voice Mailbox PIN Is: _____