

SET UP - VOICEMAIL

Residential VoIP

Setting Up Your Voice Mailbox

- Lift Receiver.
- Dial 715-837-2002 (Rice Lake customers dial 715-434-2002).
- Enter your mailbox number, (your 10-digit telephone number)
- Enter your password (default is 0000).
- Press #.
- From the main menu, select 9 for the Set-up Menu.
- Press 1 to record your greeting.
- Press 2 to change your password from the default 0000 to a 4 digit number of your choice. This will protect our mailbox from others accessing your messages.
- Press 4 to change your auto log in option, press 1 to enable it. By doing this, you won't have to enter your voice mailbox number and password when retrieving a voice mail from your home.

Please note: Pressing the * key will back you up one menu level. It is necessary for you to press the # key after recording.

- Hang up receiver. Your voice mail is now set up. Calls will be transferred to your voice mail box if you: do not answer the phone, are already on a call or ignore a call waiting tone.

Retrieving Voice Mail

- Lift Receiver. A stutter dial tone indicates there is a voice mail message waiting to be retrieved.
- Dial 715-837-2002 (Rice Lake customers dial 715-434-2002).
- *Enter your mailbox number, (your 10 digit telephone number) or press the # key.
- *Enter your password (default 0000).
- *Press #.

Press 1 to listen to new messages.

Press 2 to listen to saved messages.

Press * to return to the main menu

- * These steps will be skipped if auto log in has been enabled.

Retrieval Away From Home

From a touch tone phone:

- Lift receiver.
- Dial your home telephone number. While your voice mail greeting is playing,
- Press #.
- Enter your password.
- Press #. Any new messages will play at this time.
- Follow the prompts.