

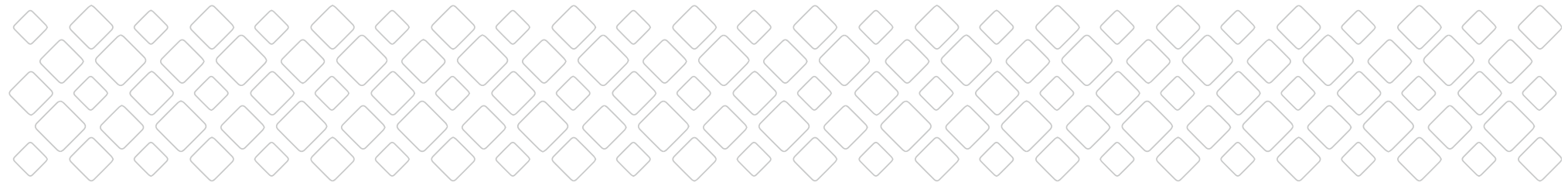


## Local Voicemail Access Numbers

Aurelia	434.6245
Glencoe	854.6245
Goodhue	923.6245
Hutchinson	234.6245
Litchfield	593.6245
New Ulm	233.6245
Prior Lake	952.652.6245
Redwood Falls	627.6245
Sanborn	648.6245
Sleepy Eye	794.6245
Springfield	723.6245



# Voicemail User Guide



## Getting Started

1. Dial your local voicemail access number.
2. Enter your 10-digit phone number.
3. Enter your passcode and press #.

-or-

1. Dial your phone number.
2. When the greeting begins, press the \* key.
3. Enter your voicemail passcode and press #. If you have not set up your own passcode, enter 0000. You will then be asked to enter a new passcode of your choice.



## 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 Passcode

Your default passcode is 0000#.

1. Access your voice mailbox.
2. Press 9 for the mailbox Setup Menu.
3. Press 2 to Change your Passcode.
4. Enter your new passcode and then press #.
5. When prompted to verify the passcode, enter it again and then press #.

## Accessing Your Voicemail

A stutter dial tone or message light will indicate you have a message.

### From Your Own Phone

1. Dial \*98.

### From Another Phone

Follow steps from Getting Started.

## Retrieve Messages

1. Access your voice mailbox.
2. Press 1 to listen to New Messages.
3. 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 (for Basic Business package only)
- 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

## Important Reminders

The total capacity of your inbox and saved messages is 50 with a maximum of 20 minutes. Individual messages can be no longer than 3 minutes each. Messages are automatically deleted by the voicemail system after 31 days. Please keep your mailbox clean and limit the number of saved messages to those that are necessary.



**844.354.4111**  
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