Local Voicemail Access Numbers

Aurelia	**712.434.6245**
Glencoe	**320.854.6245**
Goodhue	**651.923.6245**
Hutchinson	**320.234.6245**
New Ulm	**507.233.6245**
Prior Lake	**952.652.6245**
Redwood Falls	**507.627.6245**
Sanborn	**507.648.6245**
Sleepy Eye	**507.794.6245**
Springfield	**507.723.6245**

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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.

For New Ulm, Sleepy Eye, Hanska, Springfield, Sanborn, Redwood Falls and Mazeppa customers:

2. When you hear your voicemail greeting press *.

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.

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