

Additional New Features Available with Enhanced Voice Mail

Out Dial Number

Out Dial Number allows the caller listening to the greeting to transfer to another pre-programmed number. Example: "Leave a message or press **0** (zero) to be connected to my cell phone."

Press **9** (Mailbox Setup) from the Main Menu

Press **7** (Edit Out Dial Number) then

- Enter the digits used to access the Out Dial Number you wish to edit, then
- edit the Out Dial Number.

Multiple Greetings

Record up to (6) custom greetings for mailbox

Press **9** (Mailbox Setup) from the Main Menu

Press **1** (Greeting Options)

Press **5** (Pick a New Greeting)

Press **1-6** to select custom greeting

Voice Mail User Guide

- Voice Mail from Consolidated gives you peace of mind knowing you'll always get your phone messages.
- Our Voice Mail ensures that you won't miss a call — if you are away from home, or on the phone.
- Forward calls to your cell phone.
- Forward calls to your email address at work.
- Never worry about power outages, batteries, or outdated answering machines.

www.ctctel.com

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**SIMPLE, RELIABLE,
CONVENIENT. THAT'S
CONSOLIDATED
VOICE MAIL!!**

Enhanced

Simple

Voice Mail

Convenient



User Guide

Reliable



Accessing Your Voice Mail:

From the phone subscribed to the service:

1. Dial *94.
2. If prompted, enter your PIN and then #. (Your password will be 0000 until you change it)

From a different phone:

1. Dial the number of the phone subscribed to the service.
2. Enter * when recording starts.
3. Enter your PIN and then #.

TO RECORD YOUR GREETING:

1. Dial *94
2. If prompted, enter your PIN and then #.
3. Press 9 for the mailbox setup menu.
4. Press 1 for greeting options.
5. Press 2 to record your greeting.
6. Record your greeting and then press #.
7. Press 2 to keep your greeting.

CHANGE YOUR PIN:

1. Dial *94, and enter your PIN
2. Press 9 for the mailbox setup menu.
3. Press 2 to change your password.
4. Enter your new password, 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 Return the call

Press 6 Forward the message to another mailbox*

* Voice Mail package must be set to allow this capability.

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 Consolidated's Enhanced Voice Mail delivered right to your inbox. The message will have an attachment.
3. Open the attachment and your media player will play the message.
4. Follow the links in the message to save or delete the message from the Voice Mail system.
5. If you do not have java on your PC, you will need to download java.

ADVANCED FEATURES SET UP:

To forward calls to a cell or work phone:

1. Go to myphone.consolidatedtelcom.com (not www or https)
2. User ID and password will be provided by Consolidated.
3. Click on "My Settings" tab
4. Click on Voice Mail
5. In the "Pager Notify" field, select "On"
6. Type in 10 digit telephone number in the "Pager DN" field and click on save.

To forward calls to your email address:

1. For email notification follow steps 1-4 above and set enable email notification to YES and type in email address and save changes.

Your Voice Mailbox
Number Is: _____

Your Voice Mailbox
PIN Is: _____