


Quick Reference Guide

Welcome to the Voicecom Network!

Entering Your Mailbox

1. Dial your Mailbox Number:

2. Interrupt the greeting while it is playing by pressing 

3. Enter your passcode: _____


Setting up Your Mailbox

Follow the prompts in the tutorial to set up your mailbox


Important note: You must complete the tutorial or your mailbox will reset to its original passcode and all recording will be lost.


Making a Message

Press  to **M**ake a new message

Enter the mailbox numbers of each person to whom the message will be sent. Enter another mailbox number or press  to record your message.


Record your message and then press:

 to **R**eview your recording


 to **D**iscard your recording and re-record


 to **A**ppend to your recording


 to access **M**essage Addressing options


 to send the message and **eX**it


Playing, Answering and Giving a Message


 to **P**lay the current message

 to **A**nswer the message
→ Record your answer


 to **G**ive the message to another user (Classic, Deluxe and Elite only)


→ Enter the mailbox number you want to give the message to
→ Enter another mailbox number or press  to record your message

 to **K**eep the message

 to **D**iscard the message

Once you answer a message or give it to another user you can:

Press  to **K**eep the original message
or


Press  to **D**iscard the original message

Messaging Addressing Options

(Confidential, Urgent or Receipt)

The message addressing menu allows you to request several options:


After you Make, Answer, or Give a message,

Press  to access **M**essage addressing options:

Then choose:

 to mark **C**onfidential

 to request a **R**eceipt

 to mark a message **U**rgent


 to activate **F**uture delivery

 to **eX**it addressing option


User Options


(Change your Greeting, Nametag or Passcode)

Press  for **U**ser options


 to change your **G**reeting

 to change your **N**ame

 to change your **P**asscode

 to change **C**all schedule options

 to modify a distribution **L**ist

 to **eX**it user options

The Most Important Feature in Your Voicecom Message Center

DISTRIBUTION LISTS

Modifying Your Distribution Lists

(Classic, Deluxe, and Elite services)

Press **8** for **U**ser options

Press **5** to modify a distribution **L**ist

Enter the list number preceded by a "0" (02-099, depending on your level of service). Then press:

2 to **A**dd a new member

3 to **D**rop a member

6 to record a **N**ame for this list

7 to **P**lay this list

9 to **eX**it to the main menu

Making a Message to Distribution Lists

Press **6** to **M**ake a message

Enter the distribution list number preceded by a "0" (02-099). Remember, your message center has several distribution lists into which you can load mailbox numbers, depending on your level of service.

Press **#** to record your message

Press **9** to send your message and **eX**it to the main menu

Messaging Tips

Tip Toe Feature:

Press **8** **#** to skip (**T**ip **T**oe) to the next message.

Press **8** ***** to skip (**T**ip **T**oe) to the previous message.

Rewind / Fast Forward Feature:

Press ***** to move backward 3 seconds when listening to a message.

Press **#** to move forward 3 seconds when listening to a message.

Pause Feature:

Press **1** to pause a message for 30 seconds and press any key to resume play.

Oops Feature:

If you accidentally discard a message, press ***** before pressing any other key to retrieve the message.

Toll Saver Feature:

When calling your voice mailbox, if you hear a ring, you know there are no new messages. By hanging up immediately upon hearing the first ring, you should avoid any charges. This feature can equal significant savings for subscribers who frequently use cellular, hotel, and pay telephones.

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