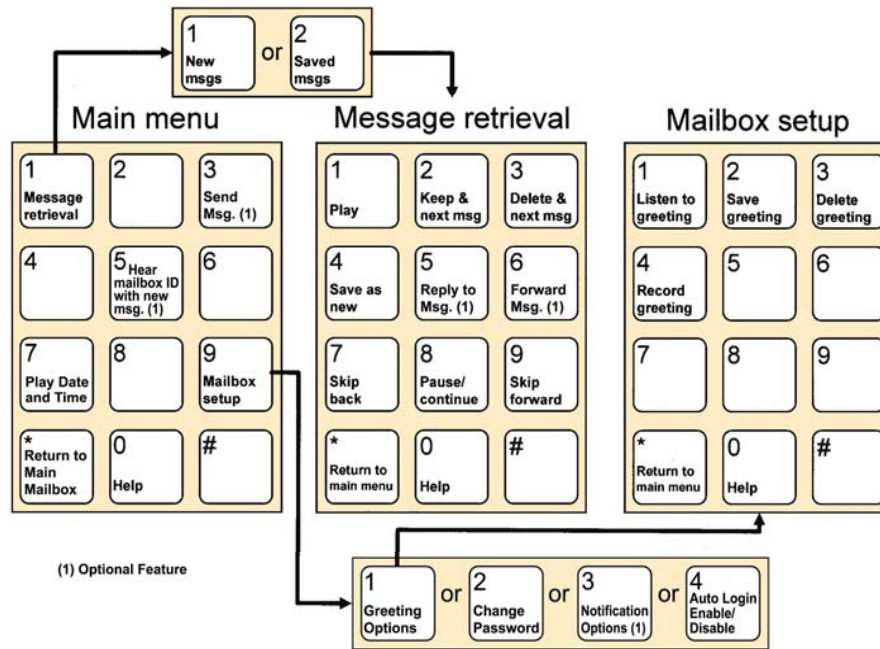


To Retrieve Messages



Three options in message retrieval menu:

- A. **Press 1:** New Messages.
- B. **Press 2:** Saved Messages.
- C. **Press *:** Return to main menu.

Listen to messages:

1. PRESS 1 – Play or re-play
2. PRESS 2 – Save message and go to next.
3. PRESS 3 – Delete message and go to next.
4. PRESS 4 – Save message as new.
5. PRESS 7 – Skip back three seconds.
6. PRESS 8 – Pause or continue message.
7. PRESS 9 – Skip forward three seconds.
8. PRESS * - Return to main menu.

Accessing Your Mailbox

1. Dial **352-6050**
2. Either:
Press # if calling from the phone your Voice Mail is on, **OR** if calling from a remote phone, **enter your telephone number, area code first** . With Auto Login or using the phone Voice Mail is on, no entry is required.
3. Enter your **password**, followed by the **# key**. Your password will be a default code of "0000" until you change it.
4. Main Menu: **Press 1** to retrieve messages, or **Press 9** for mailbox setup.

Accessing Your Sub-Mailbox

1. Follow steps to access your mailbox.
2. Enter your **sub-mailbox number**. *If you are the Group Administrator and wish to record a group greeting, **press *** to access the Group Greeting Menu. A voice prompt will guide you through those steps.*
3. Enter your **password**, followed by the **# key**. Your password will be a default code of "0000" until you change it.
4. Main Menu: **Press 1** to retrieve messages, **Press 5** to hear which **sub-mailboxes** have new messages or **Press 9** for mailbox setup.

Call Forwarding

Calls are forwarded to your mailbox using Webster-Calhoun's Call Forwarding telephone features.

Call Forward No Answer allows the caller to hear 4 rings before leaving a message. This also works on call waiting. If you're on an important call and don't want to answer the call waiting beep the caller will be forwarded to your mailbox.

Call Forward Busy sends the caller directly to your mailbox when your phone line is busy, for example, when you're on the Internet.

These defaults can be changed using the directions in the front of your Central Iowa Area Telephone Directory.

Mailbox Set-up

The options in mailbox set-up menu:

- A. Press 1: Greeting options (you can disregard this step if you choose to use the default greeting).
- B. Press 2: Change Password
- C. Press 3: Notification Options
- D. Press 4: Auto-Login Disable/Enable
- E. Press *: Return to main menu

To change or record your greeting:

1. Press 1 – Greeting options.
2. Press 4 – Record your greeting.
3. Press # - End recording function.
4. Press 1 – Listen to greeting.
5. Press 2 – Save greeting. Greeting must be saved to be activated.
6. Press 3 – Delete greeting.
7. Press 4 – Re-record greeting. Then follow steps 3 – 7 again.
8. Press * - Return to mailbox set-up.

To change your password:

1. Press 2 – Change your password.
2. Enter new password, followed by the # key. This password is any series of up to 16 digits you choose. You will be unable to access your mailbox without this password, so be sure to choose one that is easy for you to remember.
3. To verify, enter your password again, followed by the # key.

Thank you for choosing:



**Webster-Calhoun Cooperative
Telephone Association**

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Voice Mail

Simple

Convenient

Reliable

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USER GUIDE