



## VOICEMAIL GUIDE

Voicemail can be a big part of how we communicate, and it's getting more customizable every day. Here are a few quick instructions on how to access your voicemail from either your home phone or remotely, and how to personalize your voicemail greeting and settings.

### Access Your Voicemail

1. Dial \*86 from the phone that is connected to your account.
2. Enter your 4-digit PIN, followed by #.  
(Your default PIN is 1234)

**Press 1** to listen to voicemail

#### Actions Include:

<b>Skip Message</b> Marks the voicemail as <b>unread</b>	Press 1
<b>Save Message</b> Marks the voicemail as <b>read</b>	Press 2
<b>Delete Message</b>	Press 3
<b>Repeat Message</b>	Press 9
<b>Exit Menu</b>	Press 0

**Press 8** to personalize your voicemail settings

#### Actions Include:

<b>Change</b> your PIN	Press 1
<b>Personalize</b> your greeting	Press 2
<b>Record</b> your personal name	Press 3
<b>Set up</b> Call Forwarding	Press 5
<b>Set up</b> a Call Screening Forwarding Number	Press 6
<b>Repeat</b> personal options	Press 9
<b>Exit Menu</b>	Press 0

### Remote Access to Voicemail

1. Dial your 10-digit phone number from a phone not connected to your account.
2. When you hear your voicemail greeting, press #.
3. Enter your 4-digit PIN, followed by #.

## GET IN TOUCH