

Voice Mail User Guide

Getting Started

- From your home or business telephone, dial:
683-1000
or
1-209-966-1000
- At the prompt, enter your 7-digit mailbox number, then press the **#** key
- At the prompt, enter your temporary password 0000, then press the **#** key
- You will be required to change your password
- Continue following the prompts to complete the set-up of your new mailbox

How to Record Your Personal Greeting

- Dial **683-1000** or **1-209-966-1000**
- Listen to the prompts
- Press **9** for mailbox set up
- Press **1** for greeting options
- Press **2** to record your greeting
- Follow the voice prompts



How to Change Your Password

- Dial **683-1000** or **1-209-966-1000**
- Listen to the prompts
- Press **9** for mailbox set up
- Press **2** to change your password
- Follow the voice prompts



How to Enable or Disable Auto Login

- Dial **683-1000** or **1-209-966-1000**
- Listen to the prompts
- Press **9** for mailbox set up
- Press **4** to access auto login options
- Press **1** to enable or disable auto login



Check Your Voice Mail Messages

- From your home or business telephone, dial:
683-1000
or
1-209-966-1000
- Enter your 7-digit telephone number, then press the # key
- Enter your password, then press the # key
- Follow the voice prompts

Access Your Voice Mail While Traveling

- Dial your 11-digit telephone number
- When your greeting begins, press the * key
- After the voice prompts, enter your password, then press the # key



Tips While Playing Voice Mail Messages

PRESS

- 1** to play or replay the messages
- 2** to save the message
- 3** to delete the message
- 4** to save the message as "new"
- 5** to call back the person who left the message (local, unblocked calls only)

PRESS

- 6** to forward the message to another mailbox or distribution list
- 7** to skip back 3 seconds
- 8** to pause/continue messages
- 9** to skip forward 3 seconds
- *** to return to the main menu

