

Technology People Talk About



### Main Menu

1 Play	2	3 Send Msg
4	5	6
7 Date & Time	8	9 Setup VM Box
*	0	#

### Message Retrieval

1 Play Message	2 Save Message	3 Delete Message
4 Save Message as New	5 Reply to Message*	6 Forward Message*
7 Skip Backward in Msg	8 Pause Message	9 Skip Forward in Msg
*	0	#

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

1 Change Greeting	or	2 Change Password	or	3 Notification Options	or	4 Auto Login Options
5 Language Settings	or	6 Distribution List	or	8 Record Name	or	9 Pager Options



105 West Harrison Street, Jefferson, IA 50129

Call us at 515-386-4141

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# voice mail

## With Voice Mail, You Always Get the Message

Voice Mail from Jefferson Telecom offers so much more than an answering machine. It will take messages for you when you're away from the phone, on another call, or just don't want to be disturbed. You can easily check your messages from any phone at any location. Voice Mail is simple to use, convenient, and most of all reliable. You'll never have to miss another message!

## ACCESS YOUR MAILBOX

Think of a 4-10 digit password that is easy for you to remember, but hard for someone else to guess. Your password insures privacy and confidentiality. Think about the greeting you would like to have your caller hear. Be sure you are in a relatively quiet atmosphere before recording your greeting.

### From the phone subscribed to the service:

1. Dial 386-5000 from the telephone number where your voice mailbox is assigned.
2. Please enter your password and then #.  
1, 2, 3, 4 is the default temporary password.

### From a different phone:

1. Dial 386-5000.
2. Enter your 10-digit mailbox number.
3. Enter your password and then #.

## RECORD YOUR GREETING

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 2 to record your greeting.
5. Record your greeting and then press #.



## CHANGE YOUR PASSWORD

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 2 to change your password.
4. Enter you new password and then press #.
5. When prompted to verify the password, enter it again and then press #.

## RETRIEVE MESSAGES

You know when you have a message in your mailbox if you hear a "stutter dial tone" when you pick up your phone. "Stutter dial tone" is interrupted dial tone for the first 10 seconds after you pick up your telephone receiver.

### Retrieve messages from home phone:

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** – Reply to the message
- Press 6** – Forward the message to another mailbox
- Press 7** – Skip backward in the message
- Press 8** – Pause the message
- Press 9** – Skip forward in the message

### Your Voice Mailbox Number is:

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### Your Voice Mailbox Password is:

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## 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 a Jefferson Telecom address (jtcovmail@netins.net) delivered right to your inbox. The message will have an attachment.
3. Open the attachment and your media player will play the message.
4. If desired, save the attachment on your PC.
5. Follow the links in the message to save or delete the message from the Voice Mail system.



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