

Access Your Mailbox

1a. Depending on your prefix.
Dial **218.763.MAIL (6245)**
or
Dial **218.692.MAIL (6245)**

If using **Auto Login** and accessing from your home phone, no entry is required, **OR**

- **Press #** if calling from the phone your voice mail is assigned to, **OR**
- **Enter your telephone number**, if calling from a remote phone.

OR, if you are away from home

1b. Dial your home or business number. **Press * key** while the greeting is playing to access your voice mailbox.

2. If requested, **enter your password, followed by #.**
Default code "0000" until you change it.

3. Main Menu:

- Press 1:** to retrieve messages
- Press 3:** to send
- Press 7:** for current date and time
- Press 9:** for mailbox setup

Access Your Sub-Mailbox

1. Follow steps **1a** or **1b** from above.

2a. if you are the group administrator and wish to record a group greet, **Press *** to access the Group Greeting Menu. A voice prompt will guide you through those steps.

OR

2b. Enter your sub-mailbox number.

3. If requested, **enter your password, followed by #.** Default code "0000" until you change it.

4. Main Menu:

- Press 1:** to retrieve messages,
- Press 5:** to hear which sub-mailboxes have new messages
- Press 9:** for mailbox setup

To Retrieve Messages

Press 1: New Messages

Press 2: Saved Messages

Press*: Return to main menu

To Listen to Messages

Press 1: Play or re-play message

Press 2: Save message and go to next

Press 3: Delete message and go to next

Press 4: Save message as new

Press 5: Replay a message (1)

Press 6: Forward message (1)

Press 7: Skip back three seconds

Press 8: Pause or continue message

Press 9: Skip forward three seconds

Press*: Return to main menu

(1) Optional Feature



Mailbox Set-Up

Press 1: Greeting Options (you can disregard this step if you choose to use the default greeting).

Press 2: Change Password

Press 3: Notification Options (1)

Press 4: Disable/Enable Auto- Login.

Press*: Return to Main Menu

Change or Record Greeting

Press 1: Greeting Options

Press 4: Record your greeting

Press #: End recording function

Press 1: Listen to greeting

Press 2: Save greeting. Greeting must be saved to be activated.

Press 3: Delete greeting

Press 4: Re-record greeting. Then follow steps 3-5 again.

Press*: Return to mailbox setup

Change your Password

Press 2: Change your password

Enter new password, followed by the #.

The 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 you can remember.

To verify, **Enter your password followed by the # key.**