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## Helpful Hints

If at any time you become confused, access the help key or return to the main menu or logout of the system using the keys below.



Help (repeats information)



Additional help instructions



Stops whatever messaging function you are doing.



Transfers the call to an operator or preselected phone number.



Returns you to the Main Menu



Allows you to re-enter the system or switch to another mailbox after entering the mailbox

number press



While listening to a message will rewind the message six seconds



While listening to a message will take you back to the beginning of the message.



While listening to a message will fast forward the message six seconds.



While listening to a message will take you to the end of the message.



Ends the call

# Logging into your Mailbox

There are two methods used for logging into your mailbox:


1. Direct Access
2. Remote Access

## Direct Access:

From your home phone:    (Benton Co-op Serving Area only)


From any Benton Telephone Line (Home, Business)  (and your 7 digit phone number)



## Remote Access:


1. From your cell phone dial your home telephone number and let it ring,
2. When the voice mail system answers, Press  when you hear your greeting.
3. Enter your security code.

# Changing your Security Code









1. Log into your mailbox

2. Press  for personal options.





3. Press   to change your security code.

- Your security code can contain 0 to 7 digits, enter a  for no security code. ( **NOT SUGGESTED** )

## *Recording a Name Response*


1. Log into your mailbox
2. Press  for Greeting Menu.
3. Press   to record your name.
4. Record your name finish by pressing 
  - Press   to play your name response
  - Press   to erase and re-record your name response

## *Recording a Personal Greeting*


1. Log into your mailbox
2. Press  for the Greeting Menu
3. Press   to record your greeting, Finish by pressing 


# *Playing a Message*


1. Log into your mailbox

2. Press  to play your messages


3. Message will play


Press  to save this message as new and play the next.

Press  to save this message and play the next message.

Press  to reply to a message



Press   to replay the message.



Press  to erase the message.

Press  to redirect the message.

## *Recovering Deleted Messages*

- Deleted messages can only be recovered before you exit the voice mail system.

Press   to go to the Main Menu.

Press   to recover deleted messages.