



Voicemail Quick Start Card

Main Menu Options

- 1-New Messages
- 2-Change Folders
- 3-Advanced Options (not Available)
- 0-Voice Mailbox Options
- *-Repeat the Menu Options
- #-Exit from the Voice Mail System

Change Folder Options

- 0-New Messages
- 1-Old Messages
- 2-Work
- 3-Family
- 4-Friends
- #-Return to Main Menu

Voice Mailbox Options

- 1-Record your unavailable message
- 2-Record your busy message
- 3-Record your name
- 4-Record your temporary Greeting
- 5-Change your password

Create a Voice Message Options

MTE mail asks you to record the message after the tone.

When you are finished, dial # or hang up.

Either action disconnects your call and stores the message in the "New" messages folder.

Record a Message/Greeting

MTE mail asks you to record the message after the tone.

After the tone say your message, and then press # key.

MTE mail gives you these options:

- 1-Accept this recording
- 2-Listen to recording
- 3-To re-record your message

Change Your Password

MTE mail asks you to enter your new password followed by #.

Enter your new password, and #.

MTE mail asks you to re-enter your new password followed by #.

MTE mail confirms that your password has been changed, and returns you to the Voice Mailbox options.

Voicemail Retrieval

*From your Subscribed phone

Pick up the handset.

Dial *83

*From any other location

Pick up the handset.

Dial your phone number.

Press *

Enter your 10-digit phone number.

Listen for the prompt for your password.

Voicemail Message Controls

1-Interrupt message introduction

*-Rewind the message by 3 seconds

#-forward the message by 3 seconds

After the message has played:

5-Repeat current message

6-Play the next message

7-Delete this message

8-forward this message

9-Save this message