

Voice Mail Pocket Guide



Your voice mail number:

816.903.6245 Kearney

816.903.6245 Platte City

When you first call into the new voice mail system you will need to enter the PIN#: 000000, then press #. Follow the voice prompts to set up and change your settings. Below are instructions to help navigate the voice mail system.

First, make a selection from the Main Menu:

Main Menu

PRESS

- 1 Get your messages
- 2 Send a message
- 3 Work with your greetings
- 4 Change your settings
- 6 Get deleted messages
- 7 Log on as another subscriber
- 0 for help
- * to exit

Then, work within the sub-menu as shown

Get your messages

PRESS

- 1 Repeat
- 2 Save
- 3 Delete your message
- 4 Reply
- 5 Send a copy
- # Leave as new

(continued on reverse side)

816.903.3967

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Voice Mail Pocket Guide



Send a message

PRESS

- 1 Enter phone or list number
- ** To exit

Work with your greetings

PRESS

- 1 Set up a personal greeting
- 3 System generated greeting or change recording of your name
- 5 Work with greeting when line is busy
- * Exit

Change Settings

PRESS

- 1 Group lists
- 2 Hands free and time saver options
- 3 Security options
- 5 Notification options
- 6 Additional settings
- 9 Live message screening
- * Exit

NOTES:

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