

The Benefits of Voice Mail

Your Voice Mail service has many features that will help you communicate more effectively.

- If you are away or if your phone is in use, calls will be forwarded to your Voice Mail box.
- If you have a message, the steady dial tone on your phone will be replaced by a "stutter" dial tone.
- Each message is labeled with the time and date of the call.
- Password protection assures confidentiality of messages
- Messages may be heard from any touchtone phone anywhere, anytime.

If you need further assistance you may call our office at:
360-898-2481

Communication is important to you. You take special care to be sure people can reach you as needed. Why risk missing calls? Voice Mail from Hood Canal Communications makes certain that you always get your most important messages. After all - it's your call.

Our Voice Mail guarantees that you won't miss a call - if you are away from home, on the phone, or just don't feel like answering right now.

- ✓ *Experience Crystal Clear Clarity*
- ✓ *Save Important Messages*
- ✓ *Access Messages From Your PC*

*It's Your Call, Take it...
Or, leave it to Voice Mail!*



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Union:
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Voice Mail user's guide



HoodCanal

COMMUNICATIONS

Using Hood Canal Communications Voice Mail

Access Your Voice Mail

From the phone subscribed to the service:

1. Dial 898-MAIL or *98.
2. When prompted, enter your PIN (Default 0000) and then #.

From a different phone:

1. Dial your home phone number.
2. Interrupt the greeting by pressing *.
3. When prompted, enter your PIN (Default 0000) 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 Pin

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

Retrieve Messages

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.

To exit your Voice Mail simply hang up the phone at any time.

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** To pause the message
- Press 9** To skip forward in the message

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

Additional Feature* 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 Hood Canal Communications 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.

*Call to request Activation of this feature!