

# Voicemail Instructions

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## How to Setup your Voice Mail

### From Your Home Telephone or A Remote Location:

1. Dial 541 436-9997 if you are a Residential customer
2. You will hear a prompt to enter your mailbox number. (Your mailbox number is your 10 digit telephone number).
3. Once you have entered the telephone number the system will then ask for your PIN number. (On your initial set up your PIN number will be the last four numbers of your telephone number).

4. You should now be logged into the main menu and will hear a recording advising you whether or not you have any new or saved messages.
5. To change your settings such as your greeting or PIN number choose option 9.

#### **From A Remote Location:**

1. Dial your home telephone number.
2. Wait for your voice mail greeting to pick up.
3. Press the \* key any time during your greeting.
4. You will be prompted to enter your mailbox number (your mailbox number is your ten digit telephone number).
5. Once you have entered the telephone number the system will then ask for your PIN number (your default PIN number will be the last four numbers of your telephone number).
6. You should now be logged into the main menu and will hear a recording advising you whether or not you have any new or saved messages.
7. To change your settings such as your greeting or PIN number choose option 9 for User Options.

#### **User Option Commands:**

1. Option 1 sets up your greeting and name announcement.
2. Option 2 changes your pin number.
3. Option 3 changes your message playback options.
4. Option 4 changes your message notification options.

## **Support Contact Form**

Name:\*

Address:\*

Email Address:\*

Phone number:\*

Subject:\*

Message:\*

Submit

