

# ANY PHONE ANY TIME

## TO SCREEN LIVE CALLS

(Similar to Using Answering Machines)

- Access your voice mail box
- From the main menu..... 4
- For Live Message Screening (LMS) options ..... 9
- When LMS is enabled, incoming calls change to a special ring when the call is forwarded to voice mail. By picking up the line during the special ringing, it allows you to "listen in" to the recording as it is being recorded and to press any key to be connected to the caller should you desire. By simply hanging up, the caller continues to leave their message unaware that you have listened to it while it was recorded.



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COMMUNICATIONS

# VOICE MAIL

## VOICE MAIL IS EASY TO USE!

Your callers can leave messages for you when you are on or away from your phone. You can listen to your messages when it's convenient for you from any phone any time. You'll never have to worry about missing a call again. Explore the many convenient features available with Voice Mail!

## ACCESSING YOUR VOICE MAIL

### From Line with Voice Mail Service

- Dial your three-digit prefix-6245 (MAIL) or ..... \* 9 9

The first time you access your voice mail box you will be asked to set up your mailbox, change your PIN, record your name and an optional greeting that will play for your callers. After your mailbox has been set up, the next time you call the access number you will be prompted to key in your PIN unless you specify that you want the system to skip your PIN when you call in from this line.

- For more info see TO CHANGE YOUR PIN OR SECURITY OPTIONS

When you have one or more unheard messages waiting, your dial tone will begin with a stutter and a signal will be sent to your line that may illuminate a message waiting light or display a message waiting screen if your phone is so equipped. Once connected, simply follow the voice prompts to listen to your messages or manage your personal settings.

## ACCESSING YOUR VOICE MAIL

### From Another Line (e.g. cell or work phone)

- Dial your three-digit prefix-6245 (MAIL) and follow the prompts.

You will be asked to enter your 10 digit phone number and then your PIN followed by the # key. Once you are logged in, all of the menus are the same.

\*NOTE : For a limited time you will be able to call the old voice mail system by dialing your three-digit prefix-7500 and listen to any saved messages. No new messages or message waiting notifications will come from the old system and \*99 will only call the new system once your service is transferred.

The voice mail system is menu driven. Listen to the voice prompts and then press the keys on your phone to select the preferred option.

## VOICE MAIL MAIN MENU

- To play inbox messages..... (1)
- To send messages..... (2)
- To work with Greetings..... (3)
- To access mailbox settings..... (4)
- To access deleted messages..... (6)
- To log on as a different user..... (7)
- To access Help..... (0)
- To exit voice mail system..... (\*)

## RECORD YOUR PERSONAL GREETING

- Access your voice mailbox
- From the main menu ..... (3)
- To set up a personal greeting ..... (1)
- To set up system generated greeting or to change the recording of your name ..... (3)
- To change the greeting that callers hear when your line is busy ..... (5)
- Any time you do not record a personal greeting, a generic greeting will be played

## TO CHANGE YOUR PIN OR SECURITY OPTIONS

- Access your voice mailbox
- From the main menu ..... (4)
- For security options ..... (3)
- To change your PIN ..... (1)
- To change Fast Login ( to require your phone # when accessing voice mail ) ..... (2)
- To skip your PIN when calling from the line with voice mail ..... (3)

## TO ENABLE TIME SAVING OPTIONS

- Access your voice mailbox
- From the main menu ..... (4)
- For auto play options ..... (2)

and follow the prompts