

Retrieve Messages from Your Sub-Mailbox

1. Access your voice mailbox.
2. Enter your Voice Mailbox number (telephone number) and sub-mailbox ID (1-5)
3. Enter your Password (PIN) and then #.
4. You will hear the announcement.... "You have *x* new messages and *x* saved messages."
5. Press 1 to listen to new messages.
6. Press 2 to listen to saved messages.

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 7 Skip backward in the message
Press 8 To pause the message
Press 9 To skip forward in the message

Listen to Voice Mail via E-Mail:

- **You must subscribe to Premium Voice Mail to have the E-Mail Delivery Option.**
1. Check your e-mail as you normally would.
 2. When you get a Voice Mail message, you will receive an e-mail message from Federated Telephone delivered right to your inbox. This 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 computer.
 5. You can also forward this message to another e-mail address.
 6. Follow the links in the message to save or delete the message from the Voice Mail System.
 7. You can still check these messages from your phone unless you select to delete the message from the E-Mail message.
- * *Deleting the message from your inbox will not delete the message from the voicemail system.*

Voice Mail User Guide

Premium



Communications @ the Speed of Life.



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Federated Telephone Voice Mail

SIMPLE - CONVENIENT - RELIABLE

GETTING STARTED

Determine how many Voice Mailboxes to set up. You have the ability to set up 5 different Voice Mailboxes. Each Voice Mailbox will have its own mailbox ID number 1-5 and it's own greeting. Tell Federated how many mailboxes you would like when you sign up to Premium Voice Mail.

One mailbox is assigned the Administrator of the group and will record a group greeting. *See Administrator Instructions for instructions on setting up the group and recording a group greeting.*

Once the group greeting is recorded, each sub-mailbox 'owner' may record a personal greeting and assign a personal PIN to make their sub-mailbox uniquely their own.



ADMINISTRATOR INSTRUCTIONS

Record Your Group/Family Greeting

1. Dial *99 if calling from the phone your Voice Mail is on - **OR** - Dial ___ __ -6245 (MAIL).
2. Listen to the recording explaining that you must record a family greeting. Press 0 to access the Family mailbox
3. Enter the default Password (PIN) of **0000** and then #. Please change your PIN number at this time.
4. Press 9 to record your family greeting.
5. Record your greeting. When finished recording, press #.
For example, "You have reached the Doe residence. To leave a message for John, press 1. To leave a message for Jane, press 2."
6. Press * to return to the Main Menu or hang up.

Change an Existing Group Greeting

1. Dial *99 if calling from the phone your Voice Mail is on - **OR** - Dial ___ __ -6245 (MAIL).
2. When prompted to enter your mailbox ID, **press *** to administer the group greeting.
3. Enter your Password (PIN) and then #.
4. Press 4 to record your group greeting.
5. Record your greeting. When finished recording, press #.
6. Press * to return to the Main Menu or hang up.

GENERAL USER INSTRUCTIONS

Access Your Voice Mailbox

1. Dial *99 if calling from the phone your Voice Mail is on - **OR** - Dial ___ __ -6245 (MAIL).
2. Enter your Voice Mailbox number (telephone number)
3. Enter your single digit sub-mailbox ID (1-5).
4. Enter the default Password (PIN) of **0000** and then #. Please change your PIN number at this time.

Record Your Sub-Mailbox 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 #.
6. Hang up to save your greeting.

Change Your Sub-Mailbox PIN

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

Your Voice Mailbox

Your Voice Mailbox Number (telephone #):

Your Voice Mailbox Password (PIN):

* Default Password (PIN) is 0000