



# Voice Mail User Guide



Communications @ the Speed of Life.

Voice Mail from Federated Telephone helps you enjoy the most important things in your life - knowing you'll always get your phone messages.

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

## Federated Telephone Voice Mail

**SIMPLE**  
**CONVENIENT**  
**RELIABLE**



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# Federated Telephone Voice Mail

**SIMPLE - CONVENIENT - RELIABLE**

## Access Your Voice Mailbox:

1. Dial \*99 if calling from the phone your voice mail is on **-OR-** Dial \_\_\_ \_\_\_ - 6245 (MAIL).
  2. Enter your 7-digit Voice Mailbox number (telephone number)
  3. Enter your Password (PIN) and press #. The default Password (PIN) is **0000** - you will need to change this when you login for the first time.
- *If you enable Auto Login, you will not need to enter your Mailbox number or PIN every time. This option is available by calling our office.*

## Mailbox Setup Menu:

1. Access your Voice Mailbox
2. **Press 9** for the Mailbox Setup Menu
3. **Press 1** to change your Greeting Options
4. **Press 2** to change your PIN number

## Record Your Greeting

1. Access your Voice Mailbox
2. **Press \*** to access the Main Menu
3. **Press 9** for the Mailbox Setup Menu
4. **Press 1** for Greeting Options
5. **Press 2** to record your greeting
6. Record your greeting and press #

## Retrieve Your Messages:

1. Access your Voice Mailbox
2. 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

## 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.

## Your Voice Mailbox

Your Voice Mailbox Number (telephone #):

Your Voice Mailbox Password (PIN):

\* Default Password (PIN) is 0000