



## **VOICE MAIL Simple \* Convenient \* Reliable**

**Voice Mail** will answer your landline phone if you can't be home or if your line is busy.

- **Plains Telephone** will activate your Voice Mail and set up the service to answer on the fourth ring.
- **Plains Telephone** will assign a default password of four zeros (0000) followed by the # sign. Once Voice Mail has been activated, you may want to change your password.

### **To Change Options**

- **Change Password:** Dial 358-4400 from your home phone. Wait and listen for prompts.
- **Change Personal Greeting:** Dial 358-4400 from your home phone. Wait and listen for prompts.
- **Change the Number of Rings:** Contact Plains Telephone (970) 358-4211.
- **Retrieve Messages from Home Phone:** Pick up receiver for dial tone. If you hear a *stutter* dial tone followed by a regular dial tone, you have messages. Dial 358-4400. Press # key followed by your password and the # key. Wait and listen for prompts.
- **Retrieve Messages from Remote Phone:** Dial 358-4400 if you are calling within the Plains Telephone local call area. If long distance, dial 1 (970) 358-4400 and enter your 10 digit telephone number and your password, followed by the # key. Wait and listen for prompts.

### **While listening to Messages:**

- Press 1 – Play or re-play message
- Press 2 – Save message and go to next
- Press 3 – Delete message and go to next. To retrieve deleted message; don't hang up. Follow the voice prompts to listen to message.
- Press 4 – Save message as new
- Press 5 – Reply to message (1)
- Press 6 – Forward message (1)
- Press 7 – Skip back three seconds
- Press 8 – Pause or continue message
- Press \* Return to Main Menu. (1) Optional Feature