Accessing Your Mailbox

1a. Dial **(726-6245) or (355-6245)**.
Then Either:
-If using **Auto Login** and accessing from your home phone no entry is required, **OR**
-**Press #** if calling from the phone your voice mail is assigned to, **OR**
-**Enter your telephone number,** if calling from a remote phone.

OR

b. Dial **Your Home** or **Business number.** Then **Press the * key** while the greeting is playing to access your voice mailbox.

2. If requested, **Enter your password, followed by the # key.** Your password will be a default code of "0000" until you change it.

3. Main Menu: **Press 1** to retrieve messages, **Press 3** to send, **Press 7** for current date and time, or **Press 9** for mailbox setup.

Accessing Your Sub-Mailbox

1. Follow steps **1a** or **1b** from above.

2a. If you are the Group Administrator and wish to record a group greeting, **Press *** to access the Group Greeting Menu. A voice prompt will guide you through those steps.

OR

b. **Enter your sub-mailbox number**.

3. If requested, **Enter your password, followed by the # key.** Your password will be a default code of "0000" until you change it.

4. Main menu: **Press 1** to retrieve messages, **Press 5** to hear which sub-mailboxes have new messages, or **Press 9** for mailbox setup.

To Retrieve Messages

Three options in message retrieval menu:

a. **Press 1**: New messages.

b. **Press 2**: Saved messages.

c. **Press *** : Return to main menu.

Listen to messages:

1. **Press 1** – Play or re-play message.
2. **Press 2** – Save message and go to next.
3. **Press 3** – Delete message and go to next.
4. **Press 4** – Save message as new.
5. **Press 5** - Reply to a message. (1)
6. **Press 6** - Forward message. (1)
7. **Press 7** – Skip back three seconds.
8. **Press 8** – Pause or continue message.
9. **Press 9** – Skip forward three seconds.
10. **Press *** – Return to main menu.

(1) **Optional Feature**

Keystone Arthur Telephone Company
101 Fenwick Street
Keystone, NE 69144
726-2281 or 355-2391

Mailbox Set-up

Five options in mailbox set-up menu:

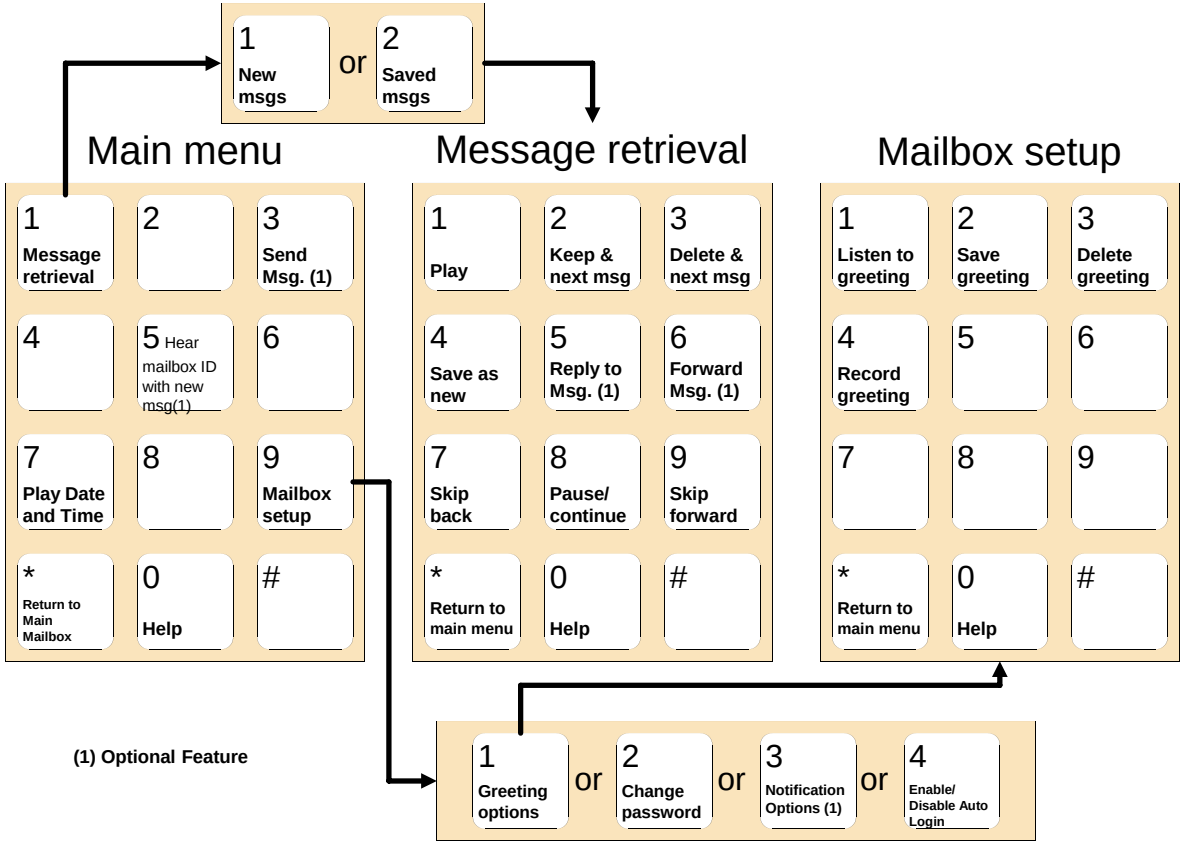
a. **Press 1**: Greeting options. (you can disregard this step if you choose to use the default greeting)
b. **Press 2**: Change password.
c. **Press 3**: Notification Options. (1)
d. **Press 4**: Disable/Enable Auto-Login.
e. **Press *** : Return to main menu.

To change or record your greeting:

1. **Press 1** – Greeting options.
2. **Press 4** – Record your greeting.
3. **Press #** – End recording function.
4. **Press 1** – Listen to greeting.
5. **Press 2** – Save greeting. Greeting must be saved to be activated.
6. **Press 3** – Delete greeting.
7. **Press 4** – Re-record greeting. Then follow steps 3-5 again.
8. **Press *** – Return to mailbox set-up.

To change your password:

1. **Press 2** – Change your password.
2. **Enter new password, followed by the # key.** The password is any series of up to 16 digits you choose. You will be unable to access your mailbox without this password, so be sure to choose one that you can remember.
3. To verify, **Enter your password followed by the # key**.



Accessing Your Mailbox

1a. Dial **(726-MAIL) or (355-MAIL)**.
Then Either:
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OR

b. Dial **Your Home** or **Business number.** Then **Press the * key** while the greeting is playing to access your voice mailbox.

2. If requested, **Enter your password, followed by the # key.**

Accessing Your Sub-Mailbox

1. Follow steps **1a** or **1b** from Left.

2a. If you are the Group Administrator and wish to record a group greeting, **Press *** to access the Group Greeting Menu. A voice prompt will guide you through those steps.

OR

b. **Enter your sub-mailbox number**.

3. If requested, **Enter your password, followed by the # key.**

Simple

Voice Mail

Convenient

Reliable

U S E R G U I D E