Notes

For voicemail to answer when your telephone line is busy, press *90 listen for the stutter dial tone then press *11. When prompted to enter your mailbox number, simply hang up.

For your voicemail to answer when you don't answer the telephone, press *92 and wait for the stutter dial tone. Then press 4*11 (The 4 stands for the number of times your telephone will ring before voicemail answers. It can be set from 2 to 8. Just replace the 4 with the number you want.

Dial *11, enter your mailbox number and press # - enter 0000 for your password and change that when prompted.

Press 9 to set up your voice mailbox. Follow the procedures to change your password and record a greeting. When someone leaves you a message, you will have stutter dial tone when you pick up your telephone to make a call.

To stop voicemail from answering when your line is busy dial *91, listen for stutter dial tone then hang up.

To stop voicemail from answering when no one answers, press *93, listen for stutter dial tone then hang up.

Communication is important to you. You take special care to be sure people can reach you as needed. Why risk missing calls? Voice Mail from Your Telephone Company makes certain that you always get your most important messages. After all—it's your call.

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
√ Access Messages From Your E-Mail

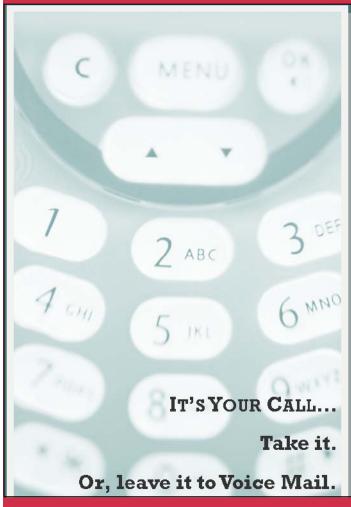It's Your Call…
Take it.

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VOICE MESSAGING USER GUIDE

IT'S YOUR CALL…

Take it.

Or, leave it to Voice Mail.

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USING EMPIRE ACCESS VOICE MAIL

ACCESS YOUR VOICE MAIL

From the phone subscribed to the service:

1. Dial *11
2. Press # when prompted to enter your mailbox number
3. Enter your password then press #

From a different phone:

1. Dial 1-(570)-549-7111
2. Enter your 10-digit mailbox number.
3. Enter your password and then #.

RECORD YOUR 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 #.

CHANGE YOUR PASSWORD

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

RETRIEVE MESSAGES

1. Access your voice mailbox.
2. *Your first new message may play immediately. If not, press 1 to listen to your messages. 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 5 Reply to the message*

Press 6 Forward the message to another mailbox*

Press 7 Skip backward in the message

Press 8 To pause the message

Press 9 To skip forward in the message

* Voice Mail package must be set to allow this capability.

> Your Voice Mailbox
> Number Is: Your 10 digit telephone number
>
> Your Voice Mailbox
> Password Is: Default password is 0000

USING VOICE MAIL TO E-MAIL:

1. Check your E-Mail as you normally would.
2. When you get a voice mail message, you will receive an email from Empire Access delivered right to your inbox. The 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 PC.
5. Follow the links in the message to save or delete the message from the Voice Mail system.

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