

Using Voice Mail to Email

1. Check your email as you normally would.
2. When you get a voice mail message, you will receive an email from your voice mail 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.



Voice Mail from Garden Valley Telephone Co. 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
- ✓ Access Messages From Your PC
- ✓ Have separate voice mailboxes for your family members

SIMPLE

CONVENIENT

RELIABLE

THAT'S VOICE MAIL.



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Voice Mail Basic / Enhanced ~ Instructions ~



SIMPLE ■ CONVENIENT ■ RELIABLE
THAT'S VOICE MAIL

**Garden Valley
Telephone Company**

800-448-8260

USING GARDEN VALLEY TELEPHONE COMPANY VOICE MAIL

Access Your Voice Mail

From your home phone:

1. Dial your exchange prefix followed by 9931.
2. When prompted for your mailbox number press the # sign.
3. Enter your password and then # sign. The first time you access your mailbox, you must enter the password 0000 followed by the # sign.

From a different phone (in G.V. service area):

1. Dial your exchange prefix followed by 9931.
2. Enter your 7-digit mailbox number (telephone number).
3. If prompted, enter your password and then #.

Shaded areas are options for Enhanced Voice Mail customers only.

Initial Main Menu Setup

1. Access your voice mailbox.
2. At the main menu, press 9 for the mailbox setup menu.
3. Press 1 for greeting options.

WHEN CHANGING YOUR GREETING, YOU CAN:

- | | |
|---------|----------------------------------|
| Press 1 | Play your greeting |
| Press 2 | Keep this greeting |
| Press 2 | Re-record your greeting |
| Press 3 | Delete this greeting |
| Press 4 | Record a new greeting |
| Press 5 | Pick a new greeting |
| Press * | Return to the setup menu |
| Press * | Again to return to the main menu |
| Press 0 | To hear the instructions again |

4. Press 2 to change your password.
Enter your new password and then press #.
When prompted to verify the password, enter it again and then press #.
5. Press 4 to enable or disable auto login

6. Press 6 to edit distribution list.
Enter distribution list number to edit.

WHEN EDITING THE DISTRIBUTION LIST, YOU CAN:

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|---------|------------------------------------|
| Press 1 | Add mailbox |
| Press 2 | Remove mailbox |
| Press 3 | List all mailboxes |
| Press 5 | Delete this distribution list |
| Press 8 | Edit a different distribution list |
| Press * | Return to the setup menu |
| Press * | Again to return to the main menu |

Accessing Your Voice Mail After The Initial Setup

1. Access your voice mailbox.
2. Press 1 to listen to your messages.
3. Press 3 to send messages to a mailbox.
Enter the mailbox number and/or distribution list followed by # #. Record your greeting followed by the # sign.

WITH MESSAGE SEND OPTIONS, YOU CAN:

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|---------|--|
| Press 1 | Send this message |
| Press 2 | Review your message |
| Press 3 | Re-record your message |
| Press 4 | For message options ** |
| Press 9 | Cancel sending a message and return to the main menu |

** WITH MESSAGE OPTIONS, YOU CAN:

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|---------|-----------------------|
| Press 1 | For urgent delivery |
| Press 2 | For standard delivery |
| Press 3 | For private delivery |
| Press 4 | For acknowledgement |
| Press 6 | For timed delivery |
| Press 9 | To send message now |

4. Press 7 to play the current date and time.
5. Press 9 to access the mailbox setup menu.

Retrieve Messages

1. Access your voice mailbox.
2. Your first new message will begin playing immediately. Date and time of message will be announced at the end of the message.
3. Press 1 to listen to new messages.
4. Press 2 to listen to saved messages.

WHEN RETRIEVING MESSAGES, YOU CAN:

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|---------|---|
| 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 6 | Forward the message to another mailbox* |
| Press 7 | To skip backwards in the message |
| Press 8 | To pause or continue the message |
| Press 9 | To skip forward in the message |
| Press * | To return to the main menu |
| Press 0 | To hear the instructions again |

* WHEN FORWARDING MESSAGES, YOU CAN:

Enter the mailbox number and/or distribution list you wish to forward to, followed by # #. If you wish to add an introduction to the message, press * to record or just press # to send without an introduction.

- | | |
|---------|--|
| Press 1 | Forward Now |
| Press 2 | Review Message |
| Press 3 | Re-record your introduction |
| Press 4 | Message options ** |
| Press 9 | Cancel forwarding this message and return to the message menu. |

** WITH MESSAGE OPTIONS, YOU CAN:

- | | |
|---------|-----------------------|
| Press 1 | For urgent delivery |
| Press 2 | For standard delivery |
| Press 3 | For private delivery |
| Press 4 | For acknowledgement |
| Press 6 | For timed delivery |
| Press 9 | To send message now |

Your Voice Mailbox Number Is: _____ Your Voice Mailbox Password Is: _____