

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.

Garden Valley Telephone Company

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Voice Mail
Call Routing with Sub-Mailboxes
~ Instructions ~



SIMPLE ■ CONVENIENT ■ RELIABLE
THAT'S VOICE MAIL

**Garden Valley
Telephone Company**

800-448-8260

USING GARDEN VALLEY TELEPHONE COMPANY VOICE MAIL



SOME THINGS TO KNOW BEFORE YOU BEGIN:

- ✓ One person's mailbox is assigned the Administrator of the group greeting for your sub-mailboxes. Your group greeting directs callers to press the appropriate key to reach the individual sub-mailboxes.
- ✓ Once the group greeting is recorded, each sub-mailbox 'owner' may record a personal greeting and assign a personal password to make their sub-mailbox uniquely their own.

ADMINISTRATOR INSTRUCTIONS

RECORD YOUR GROUP GREETING

From your home phone:

1. Dial your exchange prefix followed by 9931.
2. Listen to the recording explaining that you must record a group greeting.
3. Wait until the end of the recording, then press * to administer the group greeting.
4. Enter your password and then #. The first time you access your mailbox, you must enter the password 0000 followed by the # sign.
5. Press 4 to record your group greeting.
6. Record your greeting. When finished recording, press #.
For example, "You have reached the Doe residence. To leave a message for John, press 1. To leave a message for Jane, press 2."
7. Press 2 to keep your greeting.



CHANGE AN EXISTING GROUP GREETING

From your home phone:

1. Dial your exchange prefix followed by 9931.
2. When prompted to enter your mailbox ID, press * to administer the group greeting.
3. Enter your password and then #.
4. Press 4 to record your group greeting.
5. Record your greeting. When finished recording, press #.
6. Press 2 to keep your greeting.

GENERAL USER INSTRUCTIONS

ACCESS YOUR VOICE MAILBOX

From your home phone:

1. Dial your exchange prefix followed by 9931.
2. Enter your single digit sub-mailbox ID (1-9).
3. Enter your password and then #.

From a different phone: *within G.V.'s Service Area*

1. Dial your exchange prefix followed by 9931.
2. Enter your 7-digit mailbox number (telephone number).
1. Enter your single digit sub-mailbox ID (1-9).
2. Enter your password and then #.

RECORD YOUR SUB-MAILBOX GREETING

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 4 to record your greeting.
5. Record your greeting and then press #.
6. Press 2 to keep your greeting.

CHANGE YOUR SUB-MAILBOX 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 FROM YOUR SUB-MAILBOX

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:

- 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 Skip backward 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

* Enhanced Voice Mail Service is required for this feature.

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

You Have _____ Sub-Mailboxes

