

## 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.



*Enhanced Voice Mail Service is required for this feature.*

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.**

# Voice Mail

## Call Routing with Sub-Mailboxes

~ Instructions ~

MetaSwitch



**SIMPLE ■ CONVENIENT ■ RELIABLE**  
**THAT'S VOICE MAIL**

Your Voice Mailbox Number Is: \_\_\_\_\_

Your Voice Mailbox Password Is: \_\_\_\_\_

You Have \_\_\_\_\_ Sub-Mailboxes



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# USING GARDEN VALLEY TELEPHONE COMPANY VOICE MAIL

## SOME THINGS TO KNOW BEFORE YOU BEGIN:

✓ **Mailbox "0" is assigned as the Administrator** of the group greeting for your sub-mailboxes. Your group greeting directs callers to press the appropriate key **(1-8)** 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 **9961**.
2. **When prompted to enter your mailbox ID, press 0. This is your administrator (group mailbox only)** (do not use as a personal box).
3. Enter your **pin code** (password) and then #.
4. **Press 3 to access the greetings menu.**
5. Press 4 to access the group greeting menu.
6. **Press 2 to record your group greeting.**
7. 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."*
8. **Press 1 to** keep your greeting.

### CHANGE AN EXISTING GROUP GREETING

From your home phone:

1. Dial your exchange prefix followed by **9961**.
2. When prompted to enter your **mailbox ID, press 0.** This is your administrator (group mailbox (do not use as a personal box).
3. Enter your **pin code** (password) and then #.
4. **Press 3 to access the greetings menu.**
5. Press 4 to access the group greeting menu.
6. **Press 2 to review your current group greeting.**
7. **Press 1 to re-record your group greeting.**
8. **Press 1 to keep your new (re-recorded) group greeting.**



## GENERAL USER INSTRUCTIONS

### ACCESS YOUR VOICE MAILBOX

From your home phone:

1. Dial your exchange prefix followed by **9961**.
2. Enter your single digit sub-mailbox ID **(1-8)**.
3. Enter your **pin code** (password) and then #.

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

1. Dial your exchange prefix followed by **9961**.
2. Enter your area code **(218)** and **7-digit mailbox number** (telephone number) **and then #.**
3. Enter your single digit sub-mailbox ID **(1-8)**.
4. Enter your **pin code** (password) and then #.

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

1. **Dial 1+ the area code and one of GV's exchange prefixes followed by 9961.**
2. **Enter your area code (218) and 7-digit mailbox number (telephone number) and then #.**
3. **Enter your single digit sub-mailbox ID (1-8).**
4. **Enter your pin code (password) and then #.**

*OR YOU CAN ACCESS YOUR MAILBOX THIS WAY:*

1. **Dial your home phone number (1+area code if needed).**
2. **During your greeting, press \*.**
3. **Enter your single digit sub-mailbox ID (1-8).**
4. **Enter your pin code (password) and then #.**

### RECORD YOUR SUB-MAILBOX GREETING

1. Access your voice mailbox.
2. **Enter your single digit sub-mailbox ID (1-8).**
3. **Enter your pin code (password) and then #.**
4. **Press 3 to access the greetings menu.**
5. Press 1 to record your personal greeting.
6. Record your greeting and then press #.
7. **Press 1 to** keep your greeting.

## CHANGE YOUR SUB-MAILBOX PASSWORD

1. Access your voice mailbox.
2. **Enter your single digit sub-mailbox ID (1-8).**
3. **Enter your pin code (password) and then #.**
4. **Press 4 for the mailbox settings menu.**
5. **Press 3 for the security menu.**
6. **Press 1 to change your pin code (password).**
7. **Enter a new pin code (password) between 4 and 20 digits long, then press #.**
8. To confirm, enter your new pin code (password) again, then press #.

## RETRIEVE MESSAGES FROM YOUR SUB-MAILBOX

1. Access your voice mailbox.
2. **Enter your single digit sub-mailbox ID (1-8).**
3. **Enter your pin code (password) and then #.**
4. Press 1 to listen to new and/or saved messages.

### WHEN RETRIEVING MESSAGES, YOU CAN:

- Press 1 To repeat the message.  
Press 2 To save the message & play the next.  
Press 3 To delete the message & play the next.  
**Press 4 To reply to the message.**  
**Press 5 To send a copy of the message to another mailbox.**  
**Press \* To leave the message as saved (for previously saved messages).**