

# Setting Up Your Voice Mail

1. Dial your local prefix followed by 9931 from your home phone (xxx-9931).
2. When the Voice Mail system asks you to enter your mailbox number, press the # sign.
3. Enter your password, followed by the # sign.  
The first time you access your mailbox, you must enter the password "0000", followed by the # sign.

## Voice Mail Main Menu

### Press 9 Setup Menu

#### Press 1 Greeting options

When Changing Your Greeting, You Can:

- |         |                             |
|---------|-----------------------------|
| Press 1 | Play your greeting          |
| Press 2 | Re-record your greeting     |
| Press 3 | Delete this greeting        |
| Press 5 | Pick a new greeting (0-8)   |
| Press * | Return to the main menu     |
| Press 0 | Hear the instructions again |

#### Press 2 Change your password

Enter your new password, followed by #. When prompted to verify the password, enter it again, followed by #.

#### Press 4 Enable or disable auto login

#### Press 6 Edit your distribution list\*

When Editing the Distribution List, You Can:

- |         |                                    |
|---------|------------------------------------|
| 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 8 Record your name

Press \* Return to the main menu

Press 0 Repeat Instructions

*Note: Shaded options are available to Enhanced VM service only.*

\*Distribution List options are available to Enhanced VM service only.

# Using Voice Mail to Email

*Enhanced Voice Mail service is required for this service.*

1. Check your email as you normally would.
2. When you get a 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. Follow the links in the message to save or delete the message from the Voice Mail system. If desired, save the attachment on your PC.

# Voice Mail Instructions

**Basic / Enhanced**  
(APMAX)



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**Garden Valley**

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## Access Your Voice Mail

### From your home phone:

1. Dial your local prefix, followed by 9931.
2. When the Voice Mail system asks you to enter your mailbox, press the # sign.
3. Enter your password, followed by the # sign (default is 0000).

### From an external phone:

1. When calling away from your home phone, you have the following options:
  - Local Call: dial your prefix, then 9931.
  - Cell Phone: dial 218, your prefix, then 9931
  - Long Distance: dial 1-218, your prefix, then 9931.
  - GV Exchanges: dial the prefix you are calling from, then 9931.
2. If prompted, enter your 10-digit (218 + home phone number) mailbox number.
3. If prompted, enter your password, followed by the # sign.

After hearing any new messages, you will be presented with the Voice Mail Main Menu.

# Voice Mail Main Menu

## Access Your Voice Mail

Press 1 Listen to your messages

Press 1 Listen to new messages

Press 2 Listen to saved messages

### After Listening to the Message, You Can:

- Press 1 Play the message
- Press 2 Save this message and play the next message
- Press 3 Delete this message and play the next message
- Press 4 Save this message as new
- Press 0 Hear the instructions again
- Press \* Return to the main menu
- Press 6 Forward the message to another mailbox\*

### \*When Forwarding Messages, You Can:

Enter 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 your message
- Press 3 Re-record your introduction
- Press 4 For Message options\*\*
- Press 9 Cancel forwarding this message & 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 9 To send now

### Optional - only while voice message is playing

- Press 7 Skip backward in the message
- Press 8 Pause or continue the message
- Press 9 Skip forward in the message

Press 3 Send a message to a mailbox.

*Enter mailbox number when prompted and follow instructions.*

### With Message Send Options, You Can:

- 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 message & return to the main menu

### \*\*With Message Options, You Can:

- Press 1 For urgent delivery
- Press 2 For standard delivery
- Press 3 For private delivery
- Press 4 For acknowledgment
- Press 9 To Send now

Press 7 Play the current date & time

Press 9 Setup your voice mailbox

*See "Setting Up Your Voice Mail on reverse side" for complete instructions*

Press 0 Hear instructions again

# Bundle & Save

**with Voice, Video, Internet and/or Cellular Service**

*Note: Shaded options are available to Enhanced VM service only.*