

GENERAL USER INSTRUCTIONS

ACCESS YOUR FAMILY VOICE MAILBOX

From the phone subscribed to the service:

7. Dial xxx-1234.
8. Enter your single digit sub-mailbox ID (1-9).
9. If prompted, enter your password (1-16 digits) and then #. (Default password is 0000. You will be prompted to change the password after initial login)

From a different phone:

11. Dial xxx-1234.
12. If the number you are calling from has voice mail with diversiCOM, you will first need to login for the number you are calling from and then when message starts, you will need to press * * .
13. Enter your 10-digit mailbox number (telephone number).
14. Enter your single digit sub-mailbox ID (1-9).
15. Enter your password and then #.

RECORD YOUR SUB-MAILBOX GREETING

13. Access your voice mailbox.
14. Press 9 for the mailbox setup menu.
15. Press 1 for greeting options.
16. Press 4 to record your greeting.
17. Record your greeting and then press #.
18. Press 2 to keep your greeting.

CHANGE YOUR SUB-MAILBOX PASSWORD

11. Access your voice mailbox
12. Press 9 for the mailbox setup menu.
13. Press 2 to change your password.
14. Enter your new password and then press #.
15. When prompted to verify the password, enter it again and then press #.

RETRIEVE MESSAGES FROM YOUR SUB-MAILBOX

9. Access your voice mailbox.
10. 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."
11. Press 1 to listen to new messages.
12. 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 |

ADMINISTRATOR INSTRUCTIONS

RECORD YOUR GROUP GREETING

From the phone subscribed to the service:

17. Dial xxx-1234.
18. Listen to the recording explaining that you must record a group greeting.
19. Wait until the end of the recording, then press * to administer the group greeting.
20. Enter your password (1-16 digits) and then #.
21. Press 4 to record your group greeting.
22. 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."
23. Press 2 to keep your greeting.
24. Hang up, then follow step 1 of Change an Existing Group Greeting (next section).

CHANGE AN EXISTING GROUP GREETING

From the phone subscribed to the service:

13. Dial xxx-1234.
14. When prompted to enter your mailbox ID, press * to administer the group greeting.
15. Enter your password and then #.
16. Press 4 to record your group greeting.
17. Record your greeting. When finished recording, press #.
18. Press 2 to keep your greeting.

USING VOICE MAIL TO EMAIL

11. Check your E-Mail as you normally would.
12. When you get a voice mail message, you will receive an email from diversiCOM delivered right to your inbox. The message will have an attachment.
13. Open the attachment and your media player will play the message.
14. If desired, save the attachment on your PC.
15. Follow the links in the message to save or delete the message from the Voice Mail system.

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