

VoiceMail - Quick Reference Guide

Spectra Access offers each customer a speed dial shortcut to their own VoiceMail account. This document explains how to easily use the VoiceMail system.

First Time VoiceMail Setup

To access your VoiceMail account, dial #86. The VoiceMail will answer and announce the account has zero new and zero archived VoiceMail messages. By pressing #, you will be redirected to the account management menu. From this menu you will be able to record your name, message greeting, and modify your status. See chart below for details.

Account Management Menu

- '1' - Record Name
- '2' - Record Message Greeting
- '3' - Modify Status

Checking VoiceMail Messages

When a new VoiceMail is received, the Message Waiting Indicator Light will light up (when available) and a stutter-tone will be played when the handset is lifted.

> To access your VoiceMail account, dial #86. The VoiceMail system will answer and announce the account has XX new and XX archived VoiceMail messages. Press 1 to listen to new messages or 2 for archived messages. After each message is played a list of options are given. Shown below is a list of available options found in the VoiceMail audio instructions. Messages that are not immediately deleted are placed in the archive folder.

after hearing messages...

- '4' - Repeat Message
- '5' - Date/Time/Caller ID ***
- '7' - Delete Message

*** To retrieve your messages outside the office, just call **(603)935-5402**. You will be prompted to enter your phone number including a 1 and the area code. Then your password as well ("123" by default). Then follow the above instructions to check your VoiceMail messages.

For more information on the VoiceMail system, please contact Spectra Access at (603)296-0760 or on the web at www.spectraaccess.com