

Sub-Mailbox User Guide

Setting Up The Group Greeting

1. Dial the Voice Mail Access number – (507) 634-2100.
2. Enter Mailbox Number: (Home Telephone Number)
3. Enter Default Password followed by the # Key – you are now at the Group Greeting Menu
4. Press **4** to record your Group Greeting

Example: “Welcome to the Jones family voice mail. If you would like to leave a message for Tom, Press 1. To leave a message for Nancy, Press 2. For Jill press 3.” And so on...

5. Press the # Key when you are finished recording. It is a good idea to listen to your greeting before saving it.
 - Press the **1** key to listen to greeting
 - If you wish, press the **4** key and record your greeting again, followed by the # key
 - Repeat these steps until your greeting is acceptable
 - Then press the **2** key to save this greeting
 - Hang Up

Recording Your Personal Sub-Mailbox Greeting

1. Dial the Voice Mail Access number – (507) 634-2100.
2. Enter Mailbox Number: (Home Telephone Number)
3. Enter your Mailbox ID: (i.e. 1 for Tom, 2 for Nancy, 3 for Jill)
4. Enter Password followed by the # Key
5. Press **9** to set up your voice mailbox
6. Press **1** for Greeting Options
7. Press **4** to Record a Greeting - at the tone, record your greeting. When you are finished press the # key
8. Press **2** key to save your greeting

Changing your Password

1. Dial the Voice Mail Access number – (507) 634-2100.
2. Enter Mailbox Number: (Home Telephone Number)
3. Enter your Mailbox ID: (i.e. 1 for Tom, 2 for Nancy, 3 for Jill)
4. Enter Password followed by the # Key
5. Press the **9** key for Mailbox Set Up
6. Press **2** to change your Password
7. Enter Your New Password (*1-16 Digits*) followed by the # Key
8. Re-Enter Your Password followed by the # Key
9. Then Simply Hang Up
10. Write your new Password down.

Setting Up Auto Login (optional)

Auto Login allows you easy access to your mailbox when you are calling from your home phone. Can be turned on or off as desired. If this feature is not turned on, you are required to enter a password each time you check messages.

1. Dial the Voice Mail Access number – (507) 634-2100.
2. Enter Mailbox Number: (Home Telephone Number)
3. Enter Password followed by the # Key – you are now at the Main Menu
4. Press 9 for “Mailbox” setup
5. Press 4 for Auto Login (enable/disable)