

RECORDING YOUR GREETING

Start by dialing the Voice Mail Access number – (507) 634-2100 (you will hear a message telling you the number of messages you have.)

Press **9** for “Mailbox” setup

Press **1** for Greeting Options

Press **4** to Record a Greeting, press **#** when you are finished.

Press **2** to Save your greeting

LISTENING TO MESSAGES

A stutter dial tone will indicate that there are messages waiting when you pick up the receiver of your phone. The following instructions will help you retrieve your messages.

Listening to Your Messages From Home

Dial the Voice Mail Access number – (507) 634-2100.

Press **1** to Retrieve Your Messages

Listening to Your Messages From Elsewhere

You can access your Voice Mail from any touch-tone phone.

Dial the Voice Mail Access number – (507) 634-2100.

Enter Mailbox Number: (Home Telephone Number)

Enter Password followed by the # Key (default password is **0000**)

Press **1** to Retrieve Your Messages

Press **1** to Listen to Your Messages

PASSWORD PROTECT *(optional)*

Auto Login is automatically enabled when we set up your voice mailbox. The benefit to this feature is being able to access your mailbox without entering a password. If you would like to password protect your voice mailbox you can do so by following these steps:

Start by dialing the Voice Mail Access number – (507) 634-2100.

Press **9** for “Mailbox” setup

Press **4** for Auto Login (enable/disable)

CHANGING YOUR PASSWORD

When you disable Auto Login you will enter your voice mailbox using a password. The default password is

0000. If you would like to change your password, follow these steps:

Dial the Voice Mail Access number – (507) 634-2100.

Enter Mailbox Number: (Home Telephone Number)

Enter Default Password (0 0 0 0) followed by the # Key – you are now at the Main Menu.

Press 9 for “Mailbox” setup

Press 2 to change your password

Enter Your New Password (1-16 digits) followed by the # Key.

Re-Enter Your Password followed by the # Key
Simply Hang Up