

Sub-Mailbox User Guide

for 634-3333

Setting Up The Group Greeting – This is what a caller will hear when they call your main number and the call goes to voicemail.

1. Dial the Voice Mail Access number – (507) 634-3333.
2. Enter the mailbox you want to work with: Press **0**
3. Enter PIN followed by the # Key
4. To work with your greetings Press **3**
5. To work with your Group Mailbox Greeting – Press **4**

Example: “Welcome to the Jones family voice mailbox. 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...

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

Recording Your Personal Sub-Mailbox Greeting

1. Dial the Voice Mail Access number – (507) 634-3333.
2. Enter the mailbox you want to work with: (i.e. 1 for Tom, 2 for Nancy, 3 for Jill)
3. Enter PIN followed by the # Key
4. To work with Greetings Press **3**
5. Press **1** for Greeting Options
6. Press **1** to Record a Greeting - at the tone, record your greeting. When you are finished Press #
7. Press **1** to save your greeting

Greeting Menu Options:

- a. Set up a Personal Greeting – Press **1**
- b. Select a System Generated Greeting or change the recording of your Name – Press **3**
- c. To work with you Group Mailbox Greeting – Press **4**
- d. To work with the Greeting that Callers hear when your phone line is busy – Press **5**

Changing your PIN

1. Dial the Voice Mail Access number – (507) 634-3333
2. Enter the mailbox you want to work with: (i.e. 1 for Tom, 2 for Nancy, 3 for Jill)
3. Enter PIN followed by the # Key (i.e. 1 for Tom, 2 for Nancy, 3 for Jill)
4. Press the **4** key to change your settings
5. Security Options Press **3**
6. Change your PIN Press **1**
7. Enter Your New PIN (*4 character minimum*) followed by the # Key
8. Re-Enter Your PIN followed by the # Key
9. Then Simply Hang Up
10. Write your new PIN down.