

18 Second Ave N.W. • Kasson, MN

Voice Mail User Guide

Voice Mail Access #: (507) 634-3333

Default PIN: 1357

To get started:

Dial 507-634-3333 to access your voice mailbox to initialize your account. It will walk you through these steps:

1. Change Your PIN

4 character minimum

Do NOT use last 4 digits of phone #

Do NOT use a sequence of numbers

(example: 1234)

Do NOT use the same 4 numbers

(example: 2222)

2. Record Your Name

3. Set-up Your Greeting

Once your account is initialized, a stutter dial tone will indicate when a message has been left in your voice mailbox.

To check messages:

Dial 507-634-3333 to access your voice mailbox. Follow the menu prompts on the back for further instruction.

Menus on the back ▶▶▶

507-634-2511 www.kmtel.com

Main Menu

2 1 3 Message Send **Greetings** Retrieval Message 4 5 6 **Mailbox Get Deleted Settings** Messages 7 8 9 Log-on as another user 0 # * **Exit** Help

4 - Mailbox Settings

1 2 3 **Security** Handsfree & Time Saver **Options** 4 6 5 Additional **Notification Settings Options** 7 8 9 * 0 # **Exit**