Voicemail Quick Start Guide

Main Menu Options

2- Change Folders

0- Voice Mailbox Options

*- Repeat the Menu Options

#- Exit from the Voicemail System

Change Folder Options

0- New Messages

1- Old messages

2- Work

3- Family

4- Friends

#- Return to Main Menu

Voicemail Box Options

1- Record your unavailable message

2- Record your busy message

3- Record your name

4- Record your temporary greeting

5- Change your password

Create a Voice Message Options

- Voicemail asks you to record the message after the tone.

- When you are finished, you may hang up or press # for more options.

- Either action disconnects your call and stores the message in the "New" messages folder.

Change your Password

- Voicemail asks you to enter your new password followed by #.

- Enter your new password and press #.

- Voicemail asks you to re-enter your new password followed by #.

- Enter your new password and press # again.

- Voicemail confirms that your password has been changed and returns you to the Voicemail box options.

Voicemail Retrieval

1. * From your subscribed phone:

2. Pick up the handset.

3. Dial *83.

4. *From any other location:

5. Pick up the handset.

6. Dial your Voicemail access DN.

7. Listen for the prompt for your phone number.

8. Enter your 10-digit phone number.

9. List for the prompt for your password.

10. Enter your password. Default pw is your 10-digit phone number.

Voicemail Message Controls

1- Interrupt message introduction.

*- Rewind the message by 3 seconds

#- Forward the message by 3 seconds

After the message has played:

5- Repeat the current message

6- Play the next message

7- Delete this message

8- Forward this message

9- Save this message

Voicemail to Email

For Voicemail to Email feature, please call 208-229-1000 or email customerservice@ctctele.com with the land-line phone number and email address to receive notifications.

Voicemail Access DN:

208-229-9990

208-229-1000
www.ctcweb.net