

# USING COLORADO VALLEY VOICE MAIL

## Access Your Voice Mail

### From your phone number:

1. Dial \*14.
2. If prompted, enter your password and then #. (The default password is 0000)

### From a different phone number:

1. Dial 247-2000 locally or 1-979-247-2000 if out of the area.
2. Enter your 10-digit mailbox number. (Area Code & Telephone Number)
3. Enter your password and then #.

## Record Your Greeting

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 2 to record your greeting.
5. Record your greeting and then press #.  
(Greeting will be saved on 0)

## Change Your Password

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 2 to change your password.
4. Enter your new password and then press #.
5. When prompted to verify the password, enter it again and then press #.

## Retrieve Messages

1. Access your voice mailbox.
2. Your first new message may play immediately. If not, press 1 to listen to your messages. You will hear the announcement *"You have X new messages and X saved messages."*
3. Press 1 to listen to new messages.
4. Press 2 to listen to saved messages.

## When Retrieving Messages, You Can:

**Press 1** Play the message again.

**Press 2** Save the message and play the next message.

**Press 3** Delete the message and play the next message.

**Press 4** Save the message as new.

**Press 6** Forward the message to another mailbox.

**Press 7** Skip backward in the message.

**Press 8** Pause the message.

**Press 9** Skip forward in the message.

## Record Multiple Greetings

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 5 to choose a new greeting.
5. Enter the greeting number 1-9.  
(Your main greeting is saved on 0)
6. Record your greeting, press #.

## Check Active Greeting

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 5 for multiple greeting options.
5. Press \* to check active greeting.

**NOTES:** Recordings will be saved on the selected number as soon as the # key is pressed.

Keep in mind that your initial greeting is saved on 0. You can go back to using it by selecting 0 as your greeting number.

**It's Your Call...**

**Take it. Or, leave it to VOICE MAIL.**