

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.**