

Voice Mail from West River Cooperative Telephone Company helps you enjoy the most important things in your life—knowing you'll always get your phone messages.

Our Voice Mail guarantees that you won't miss a call—if you are away from home, on the phone, or just don't feel like answering right now.

- ✓ Experience Crystal Clear Clarity
- ✓ Save Important Messages
- ✓ Access Messages From Your PC

SIMPLE, CONVENIENT, RELIABLE.
THAT'S VOICE MAIL.

**IF YOU NEED FURTHER ASSISTANCE,
PLEASE CONTACT OUR OFFICE AT 777
OR 605-244-5213.**



**West River Cooperative Telephone Co.
PO Box 39
Bison, SD 57620**

**Phone: 605-244-5213 or 777
E-mail: westiver@sdplains.com**

VOICE MAIL USER GUIDE



SIMPLE ■ CONVENIENT ■ RELIABLE

THAT'S VOICE MAIL.



USING YOUR VOICE MAIL



ACCESS YOUR VOICE MAIL

From the phone subscribed to the service:

1. Dial xxx-MAIL (6245). Replace the xxx with your telephone prefix.
2. If prompted, enter your password and then #. If using Auto Login and accessing from your home phone NO ENTRY is needed.

From a different phone:

1. Dial xxx-MAIL.
2. Enter your 10-digit mailbox (telephone) number, starting with your area code.
3. Enter your password and then #. Your password will be a default of four zeros (0000) until you change it.

RECORD YOUR GREETING

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 4 to record your greeting.
5. Record your greeting and then press #.
6. Press 2 to keep your greeting.

CHANGE YOUR PIN

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
Press 3 Delete the message and play the next
Press 4 Save the message as new
Press 6 Forward the message to another mailbox
Press 7 Skip backward in the message
Press 8 To pause the message
Press 9 To skip forward in the message

USING VOICE MAIL TO E-MAIL*:

1. Check your E-Mail as you normally would.
2. When you get a voice mail message, you will receive an email from 'YOURTELEPHONE' delivered right to your inbox. The message will have an attachment.
3. Open the attachment and your media player will play the message.
4. If desired, save the attachment on your PC.
5. Follow the links in the message to save or delete the message from the Voice Mail system.

* This option is available to those with Internet access. If you wish to receive your messages through your email, please contact our office and we will help you set up your notification settings. Otherwise, you may visit www.managemyphone.com or download Phone Central to make these changes yourself.

Your Voice Mailbox

Number Is: _____

Your Voice Mailbox

Password Is: _____

