

Getting Started

Dial

- For Hutchinson dial 234-6245.
- For Litchfield dial 593-6245.

The first time you log in the default passcode is 0000#. After you have logged in the first time you may change your passcode by pressing 9 for Mailbox Set-up Menu.

Record Your Greeting

1. Access your voice mailbox.
2. Press 1 for the mailbox greeting options.
3. Press 1 to play your greeting.
4. Press 2 to record or re-record your greeting.
5. Press 3 to delete this greeting.

Change Your Passcode

Your default passcode is 0000#.

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 2 to change your passcode.

Mailbox Set-up Menu

1. Access your voice mailbox.
2. Press 9 for the Set-up Menu.
3. Press 1 for Greeting Options.
4. Press 2 to Change Password.
5. Press 3 to edit Notification Options.
6. Press 4 to change your Auto Login Option.
7. Press 6 to edit your Distribution List.
8. Press 7 to edit your Out-Dial Number.
9. Press * to return to the Main Menu.

Accessing Your Sub-Mailbox

1. Access your voice mailbox.
2. Enter your seven-digit mailbox number.
Press * while the greeting is playing to access your voice mailbox.
3. If requested, enter your passcode.

Accessing Your Voicemail

Dial

- For Hutchinson dial 234-6245.
- For Litchfield dial 593-6245.

- If using **Auto Login**, and calling from the phone your voice mailbox is assigned to, no entry is required.
- If NOT using **Auto Login**, and calling from the phone your voice mailbox is assigned to, you will be prompted for your password.
- If calling from a remote location, **Enter your seven-digit telephone number** followed by your password.

Retrieve Messages

1. Access your voice mailbox.
2. Press 1 to listen to new messages.
3. Press * to return to the Main Menu.

When retrieving messages, you can:

- Press 1 Play or Replay 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 5 Return call
- Press 6 Forward the message to another mailbox
- Press 7 Skip backward three seconds
- Press 8 Pause or Continue the message
- Press 9 Skip forward three seconds
- Press * Return to the main menu

***Undelete Message:** Don't hang up. Follow the voice prompts to listen to the messages. Once you have played the message you deleted Press 4 to save the message as new.

Auto Login

Auto Login is a feature of the Voicemail system that allows you to choose whether or not you want to enter a pass-code each time you dial into the Voicemail system from the phone number that has the voice mailbox built on it. Auto Login can be **Enabled** giving you quick access or **Disabled** requiring a pass-code.

A Residential voice mailbox is defaulted to enabled and a Business voice mailbox is defaulted as disabled. To access Auto Login to change the default setting, simply dial into the Voicemail system, enter your pass-code and press * (main menu), press 9 (set up menu), press 4 (to change Auto Login options).

Important Reminders

A new or saved message will archive for 30 days. The system will automatically purge and delete messages older than 30 days.



Voicemail User Guide

Your Voice Mailbox Number Is:

Your Voice Mailbox Passcode Is:



Hutchinson
(320) 587-2323
235 Franklin St SW
Hutchinson, MN

Litchfield
(320) 593-2323
421 South CSAH 34
Litchfield, MN

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