

Getting Started

Dial

- For New Ulm dial 233-0061.
 - For Springfield dial 723-0061.
 - For Redwood Falls dial 627-0061.
 - For Sanborn dial 648-0061.
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- Enter your 7 digit phone number.
 - Enter your passcode and press #.
 - or-**
 - Dial your phone number.
 - When the greeting begins, press the * key.
 - When prompted, enter your voicemail passcode.

If you have not set up your own passcode, enter 0000 followed by the # sign. You will then be asked to enter a new passcode of your choice.

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 #.

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.
4. Enter your new passcode and then press #.
5. When prompted to verify the passcode, enter it again and then press #.

Accessing Your Voicemail

From Your Own Phone

- Dial *84

A stutter dial tone or message light will indicate you have a message.

From Another Phone

- For New Ulm dial 233-0061.
 - For Springfield dial 723-0061.
 - For Redwood Falls dial 627-0061.
 - For Sanborn dial 648-0061.
-
- Enter your 7 digit phone number.
 - Enter your passcode and press #.
 - or-**
 - Dial your phone number.
 - When the greeting begins, press the * key.
 - When prompted, enter your voicemail passcode.

Retrieve Messages

1. Access your voice mailbox.
2. Press 1 to listen to new messages.
3. 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 5 Reply to the message*
- 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
- Press * Return to the main menu

**These options are not available at this time.*

Important Reminders

The total capacity of your inbox and saved messages is 25. Messages are automatically deleted by the Voicemail system after 60 days. Please keep your mailbox clean and limit the number of saved messages to those that are necessary.

Your Voice Mailbox Number Is:

Your Voice Mailbox Passcode Is:



Residential Voicemail User Guide



New Ulm
(507) 354-4111
27 N. Minnesota St.
New Ulm, MN 56073

Springfield
(507) 723-4211
22 S. Marshall
Springfield, MN 56087

Redwood Falls
(507) 627-4111
137 E. Second St.
Redwood Falls, MN 56283

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