

voice mail

pocket guide

accessing your mailbox

1. Dial **458-8100**. Then either:
 - Press **#** if calling from the phone your Voice Mail is assigned to, OR
 - Enter your telephone number, including area code, if calling from a remote phone, OR
 - If using Auto Login and accessing from a remote phone no entry is required.
2. If requested, enter your password, followed by the **#** key. Your password will be a default code of "**1234**" until you change it.
3. Main Menu: Press **1** to retrieve messages. Press **3** to send. Press **7** for current date and time or Press **9** for mailbox setup.

accessing your sub-mailbox (optional feature)

1. Follow step 1 from above.
- 2a. If you are the Group Administrator and wish to record a group greeting, press ***** to access the Group Greeting Menu. A voice prompt will guide you through those steps.
OR
- 2b. Enter your sub-mailbox number.
3. If requested, enter your password, followed by the **#** key. Your password will be a default code of "**1234**" until you change it.
4. Main Menu: Press **1** to retrieve messages. Press **5** to hear which sub-mailboxes have new messages or press **9** for mailbox setup.

to retrieve messages

Three options in message retrieval menu:

- a. Press **1**: New messages.
- b. Press **2**: Saved messages.
3. Press *****: Return to main menu.

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800-400-5568

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Listen to messages:

1. Press **1** - Play or re-play message.
2. Press **2** - Save message and go to next.
3. Press **3** - Delete message and go to next.
4. Press **4** - Save message as new.
5. Press **5** - Reply to a message. (1)
6. Press **6** - Forward message. (1)
7. Press **7** - Skip back three seconds.
8. Press **8** - Pause or continue message.
9. Press **9** - Skip forward three seconds.
10. Press ***** - Return to main menu.

(1) Optional Feature

mailbox setup

Five options in mailbox setup menu:

- a. Press **1**: Greeting Options (you can disregard this step if you choose to use the default greeting).
- b. Press **2**: Change Password.
- c. Press **3**: Notification Options (1)
- d. Press **4**: Enable/Disable Auto Login.
- e. Press *****: Return to main menu.

To change or record your greeting:

1. Press **1** - Greeting Options.
2. Press **2** - Record Your Greeting.
3. Press **#** - End Recording Function.
4. Press **1** - Listen to Greeting.

To create multiple greetings:

5. Press **5** - Pick a New Greeting.
Then choose a new greeting #(2-9).
6. Press **2** - Record Greeting.
7. Press **#** - End Recording Function.
Repeat steps 5 & 6, choosing a different greeting # each time.
8. Press **5** - Pick a New Greeting.
Then choose the greeting you wish to become active.
9. Press ***** - Return to main menu.

To change your password:

1. Press **2** - Change your password.
2. Enter new password, followed by the **#** key.
The password can be 4 to 10 digits in length. You will be unable to access your mailbox without this password, so be sure to choose one that you will remember.
3. To verify, enter your password, followed by the **#** key