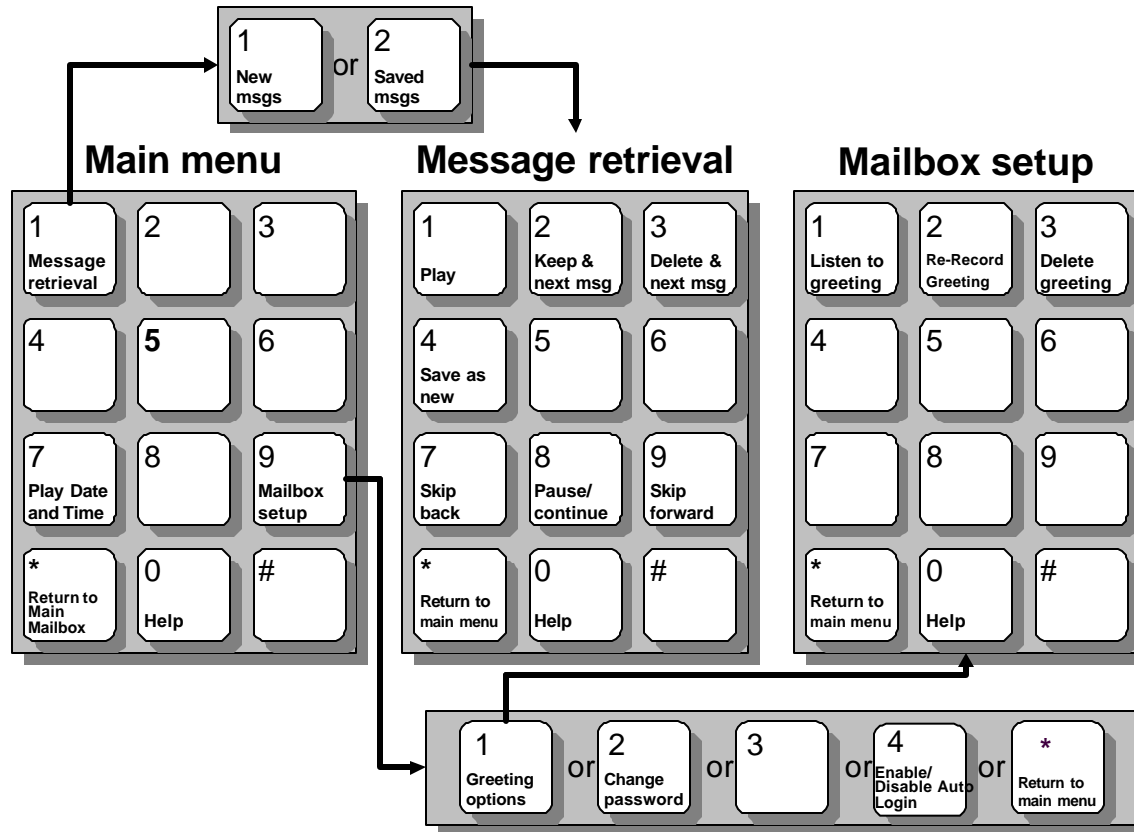


Simple

Voice Mail

Convenient

Reliable



Surry Telephone Membership Corporation

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USER GUIDE

Accessing Your Mailbox	To Set – up Mailbox	To Retrieve Messages
<p>1. Dial 374-MAIL (6245)</p> <p>a. No further action is required if calling from the phone your voice mail is assigned and the Auto-Login option is turned on.</p> <p>b. Enter your password, followed by the # key if the Auto-Login option is turned off. Your password will be a default of four zeros (0000) until you change it.</p> <p>2. OR, if calling from a remote phone dial your home or business number. When the voice mail answers Press *. Enter your password, followed by the # key. Your password will be a default of four zeros (0000) until you change it.</p> <p>3. Main Menu: Press 1 to retrieve messages, Press 7 to play the current time and date, Press 9 for mailbox setup.</p>	<p>4. Options-Mailbox Set – up Menu</p> <p>a. Press 1: Greeting options.</p> <ul style="list-style-type: none"> i. Press 1: Play ii. Press 2: Keep iii. Press 3: Delete iv. Press 4: Record v. Press *: Return to menu <p>b. Press 2: Change password.</p> <p>c. Press 4: Auto-Login options</p> <p>d. Press *: Return to main menu.</p> <div data-bbox="732 927 1352 1084" style="background-color: #003366; color: white; text-align: center; padding: 5px;"> <p>E- Voice Or Enhanced Voice Mail</p> </div> <p>Call the number or E-mail the address on the reverse page for information or instructions.</p>	<p>5. Options-Message Retrieval Menu</p> <p>a. Press 1: New Messages.</p> <ul style="list-style-type: none"> i. Press 1: Play or replay ii. Press 2: Save and go next iii. Press 3: Delete and go next iv. Press 4: Save as new v. Press 7: Skip back 3 sec. vi. Press 8: Pause or continue. vii. Press 9: Skip forward 3 sec. viii. Press *: Return main menu <p>b. Press 2: Save Messages.</p> <p>c. Press *: Return main menu</p> <div data-bbox="1373 987 1997 1144" style="background-color: #003366; color: white; text-align: center; padding: 5px;"> <p>To Eliminate the Greeting When Leaving a Voice Mail Message</p> </div> <p>Press 1 when the Greeting begins and wait for the tone to begin your message.</p>