

Voice Mail is great for surfing the internet. Whether dial-up or broadband Voice Mail allows you to surf without interruption and without missing a call. Simply retrieve your messages on your schedule.

Check for messages simply by listening for a stuttered dial tone. We also provide a message waiting signal that works with many phones and caller ID boxes providing a visual indication of any waiting messages eliminating the need to even pick up the phone to check for any waiting messages.

With the auto login feature you can program speed dial on your phone for one button message retrieval.

Other services offered by HTC that may be of interest are:

- ◆ Call Name & Number Delivery
- ◆ Call Waiting
- ◆ Call Waiting Deluxe
- ◆ HTC Long Distance Service
- ◆ High Speed Broadband
- ◆ Maintenance Care
- ◆ Maintenance Care Plus

Communication is important to you. You take special care to be sure people can reach you as needed. Why risk missing calls? Voice Mail from HTC makes certain that you always get your most important messages. After all—it's your call.

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

It's Your Call...

Take it.

Or, leave it to Voice Mail.



**PO Box 340
392 Potomac River Rd.
Monterey, Va. 24465**

**Phone: 540-468-2131
E-mail: htc@htcnet.org**

VOICE MAIL USER GUIDE



IT'S YOUR CALL...

Take it.

Or, leave it to Voice Mail.



USING HTC VOICE MAIL



ACCESS YOUR VOICE MAIL

From the phone subscribed to the service:

1. Dial 468-MAIL (6245).
2. Initial password is 0000. You will be prompted to enter a new password first time mailbox is accessed.

From a different phone:

1. Dial 468-MAIL (6245).
2. Enter your 10-digit mailbox number.
3. Enter your password and then #.
4. Or dial your own tel. #, at your greeting hit * and follow prompts.

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 PASSWORD

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 5 Reply to the message*
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

** Voice Mail package must be set to allow this capability.*

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.

Your Voice Mailbox

Number Is: _____

Your Voice Mailbox

Password Is: _____

