

VOICE MAIL FEATURES

Message Notification

Simply lift your receiver and you will be alerted to waiting calls with a distinctive, stutter dial tone. Also, if you have a telephone with a message-waiting indicator light, we can program your line to illuminate the indicator when you have a message.

Auto Login

Call the Voice Mail system from the telephone subscribed to Voice Mail without a prompt for mailbox number or password. You can enable or disable the feature. Auto Login is disabled by default.

Distribution List

Establish and send a message to a group of mailboxes simultaneously.

E-mail Notification

Forward your Voice Mail messages to your e-mail address. Then listen, save, or delete messages.

Multiple Greetings

Record up to nine different greetings and select the active greeting of your choice.

Visit our website at www.wcvt.com/voicemail/tutorials for online video tutorials to guide you through setting up your Voice Mail features.



LOCAL VOICE MAIL ACCESS NUMBERS

Addison	759-8000	Panton	475-8000
Bridport.....	758-8000	Richmond	434-8000
Bristol	453-8000	Waitsfield	583-8000
Charlotte	425-8000	Weybridge.....	545-8000
Hinesburg	482-8000		

Dial *99 to access Voice Mail from home.



Printed On Recycled Paper

Voice Mail

USER GUIDE

**Retrieve Your Messages
Anytime or Anywhere!**



WAITSFIELD
TELECOM
CHAMPLAIN VALLEY

P.O. Box 9
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800-496-3391 • www.wcvt.com



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VOICE MAIL BASICS

Accessing Your Voice Mail • Message Retrieval • E-Mail Notification

ACCESSING YOUR VOICE MAIL

From The Telephone Number Subscribed To The Service:

- Dial *99.
- When prompted, enter your password followed by the # key.
- If you have Auto Login enabled, the system will not ask you for your password.

From A Different Telephone Number:

- Dial Voice Mail Access Number.
(See back side for local Voice Mail Access Numbers).
- Enter your 10-digit telephone number.
- Enter your password followed by the # key.

WHEN LISTENING TO MESSAGES YOU CAN:

- Press 1 Play the message.
- Press 2 Save the message and play the next.
- Press 3 Delete the message and play the next.
- Press 4 Save message as new.
- Press 6 Forward the message to another mailbox.
- Press 7 Skip back in the message.
- Press 8 Pause or continue the message.
- Press 9 Skip forward in the message.

HOW TO CHANGE YOUR GREETING

- Access your Voice Mail.
- Press * Key – Main Menu.
- Press 9 – Set Up Menu.
- Press 1 – Greeting Options.

- Press 1 Play your greeting.
- Press 2 Re-record your greeting.
- Press 3 Delete current greeting.
- Press 5 Pick a new greeting.
(Multiple Greeting option – see back side).

HOW TO CHANGE YOUR PASSWORD

- Access your Voice Mail.
- Press * Key – Main Menu.
- Press 9 – Set Up Menu.
- Press 2 – Change Your Password.

HOW TO ENABLE AUTO LOGIN

When Auto Login is enabled on your home telephone number, you will not be prompted for your password. Messages will begin playing immediately.

- Access your Voice Mail box.
- Press * Key – Main Menu.
- Press 9 – Mailbox Set Up.
- Press 4 – Enable/Disable Auto Login.
- Press 1 – Enable or Disable Auto Login.

QUICK TIP

*Pressing the * key after most entries will bring you back to the previous menu.*

Pressing the # key will expedite the function.



ACCESSING YOUR VOICE MAIL VIA THE INTERNET

Accessing your Voice Mail service online allows you to manage your settings, listen to your Voice Mail messages, and set up E-mail Notification. Enabling E-mail Notification will forward your Voice Mail messages to your e-mail address. You can then listen to the messages, save or delete them. This feature can be enabled or

disabled at anytime by accessing your account online.

- Visit www.voicemail.wcvt.com.
- Enter your UserID (10-digit telephone number) and Password.

SETTING UP E-MAIL NOTIFICATION

- Access Your Voice Mail online.
- Under Select Service – Click on Voice Mail.
- Click on Settings tab.
- Click on Notification Options.
- Enable E-mail Notification – Select Yes.
- Enter the e-mail address that you would like your Voice Mail messages to forward to.
- Scroll down and click on Logout.

QUICK TIP

To bypass message introduction, simply press 1 and new message will begin playing.

