

VTel GigE Home Voicemail Guide

CUSTOMER SERVICE: (802) 885-9000 • www.vermontel.com

GETTING STARTED

- Lift the handset and listen for the dial tone.
- Press ***99**. If you have a private number, you may be prompted for your mailbox number, which is your 10-digit telephone number (include the 802 area code). Next, enter your temporary PIN.

Your temporary PIN is: _____

- The Voicemail system will guide you through resetting your PIN and greeting.

ACCESSING YOUR VOICEMAIL

A special stutter tone on your phone lets you know that you have new messages.

CHECK YOUR MESSAGES AT HOME

- Press ***99**
- Enter your PIN
- Press **1** to listen to your messages

CHECK YOUR MESSAGES AWAY FROM HOME

- Dial your home phone number
- Press ***** during the greeting
- Enter your PIN
- Press **1** to listen to your messages

LISTENING TO YOUR MESSAGES

- Press **1** to repeat a message in the middle of playing
- Press **2** to pause the message
- Press **3** to skip a message
- Press **4** to reply to the message
- Press **5** to forward a message after it ends
- Press **6** to forward a message in the middle of playing
- Press **7** to erase the message
- Press **8** to pause the message
- Press **9** to save the message
- Press ***** to cancel listening to messages
- Press **0** for help

OTHER FEATURES

Adjust the message as it plays.

- 11 - Slower
- 33 - Faster
- 99 - Volume

Cut out and keep in your wallet

VTel Voicemail QuickGuide

TO CHECK YOUR MESSAGES

- **From home:** Press *99
- **Away from home:** Dial your home number. During greeting, press *

LISTENING SHORTCUTS

1 Repeat	2 Pause	3 Skip Fwd
4 Reply	5 Send To	6 Send To
7 Erase	8 Pause	9 Save
* Cancel	0 Help	#

1 LISTEN TO MESSAGE

- 1 Repeat
- 4 Reply
- 5 Send a Copy
- 7 Erase
- 9 Save
- 9 9 Mark Saved Message as New

2 SEND MESSAGE

- 1 Review Message
- 2 Mark as Urgent
- 3 Mark as Private
- 4 Re-Record Message
- 5 Report On Send
- 6 Report On Read
- 7 Add Recipient
- 9 Schedule for Future Delivery
- # Send as Is

3 GREETING OPTIONS

- 1 Record Personal Greeting
- 2 Extended Absence
- 3 Sys-Gen Greetings and Name Recording
- 4 Group Mailbox Greetings
- 5 Busy Greeting
- 6 Out-of-Office Hours Greeting
- 7 Shared Greetings
- 9 Forward All Calls to Voicemail Greeting
- * Exit Menu

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Voicemail
Main Menu
Options

4 MAILBOX SETTINGS

- 1 Group Lists
- 2 Handsfree and Timesaver Options
- 3 Security Options
- 4 Group Mailbox Settings
- 5 Notification Settings
- 6 Additional Settings
- 7 Advanced Call Features Settings
- 9 Live Message Screening Settings
- * Exit Menu

5 REMINDERS

- 1 Reminders Settings
- 2 Add New Reminder
- 3 Recurring Reminders Settings
- 4 One-Off Reminders Settings

6 REVIEW DELETED MESSAGES

- 1 Voicemail
- 3 Faxes

7 SWITCH ACCOUNT

- Enter Phone Number
- Then #, or * if error

0 HELPFUL HINTS

- 1 Replay Hints
- # Next Hint
- * Exit Menu

VTel GigE Home



The fastest on earth!

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