

VOICE MAIL INSTRUCTION SHEET

To record your outgoing message:

Dial your local Voice Mail number from any touch tone phone:

When the greeting begins dial: 9

Enter your 4 digit pass code: _____#

Follow the voice prompts:

Select **Option 8** to enter User Options

Select **Option 4** to Change your greeting

Select **Option 2** to record the greeting

After the tone, **announce your message and press any key to end**

To **review your message select: Option 7**

If you like it, then **select Option 4 to save the greeting**

If you wish to **erase it and start over, select Option 3**

To pick up your messages:

1. From any touch tone telephone, dial your local Voice Mail number and dial "9" followed by your personal pass code: _____#
2. An announcement stating the number of Voice Messages will be made.
3. To PLAY the first message, select **P** (7 Key)
4. After listening to the message, select either:
K to Keep (5 key) or D to Discard (3 key)

Note: To fast forward 5 seconds: press # To fast-reverse 5 seconds Press *

To use additional services please contact customer service at (805) 549-7800 or (800) 313-2000:

1. Pager or cell phone notification of new messages
2. Change Voice Mail product

Thank you for choosing Call America.