



# RANGE

YOU'RE CONNECTED



## VOICE MAIL

### VOICE MAIL IS EASY TO USE!

Your callers can leave messages for you when you are on or away from your phone. You can listen to your messages when it's convenient for you from any phone any time. You'll never have to worry about missing a call again. Explore the many convenient features available with voice mail!

### ACCESSING YOUR MAILBOX

#### STEP 1

- Dial your 3 digit prefix followed by the numbers **4 7 0 1**

#### STEP 2

- You will hear a greeting saying "please enter your mailbox number." While this message is playing, please press **#**
- If calling from a remote phone, your user box number is your telephone number, including your area code.

#### STEP 3

- Enter your temporary PIN code, followed by **#**
- Your PIN code will be a default code of **0 0 0 0** until you change it.

#### STEP 4 - MAIN MENU

- To retrieve messages ..... **1**
- For current date and time ..... **7**
- For mailbox setup ..... **9**
- Return to main menu ..... **\***

## PREPARING TO RECORD A GREETING

- Practice the greeting several times until your voice sounds natural. You can play back the greeting and re-record it as often as you like until you are satisfied.
- Try to keep the greeting as brief as possible. If it is too short or too long, you will hear a help prompt telling you to try again.
- You do not have to ask your callers to leave the time and date of their call. Your mailbox will give you this information for each message.
- An example of a personalized greeting for a home might be: "Hello. You have reached (your number). We aren't available to answer the phone right now, please leave your name and number and we'll get back to you as soon as possible."

## MAILBOX SET-UP 9

- For greeting options (disregard for default greeting)..... 1
- Change your password ..... 2
- Change auto login ..... 4

### TO CHANGE OR RECORD YOUR GREETING

- For greeting options..... 1
- Record your greeting ..... 4
- End recording function..... #
- Listen to greeting ..... 1
- Save greeting ..... 2  
**Greeting must be saved to be activated**
- Delete greeting ..... 3
- Re-record greeting ..... 4
- Accept new greeting ..... 2
- Return to mailbox set-up ..... \*
- Change your PIN code ..... 2

## RETRIEVING MESSAGES 1

- New messages..... 1
- Saved messages..... 2

### TO LISTEN TO MESSAGES

- Play or replay message ..... 1
- Save message and go to the next message ..... 2
- Delete message and go to the next message ..... 3
- Save message as new..... 4
- Skip back 3 seconds..... 7
- Pause or continue message ..... 8
- Skip forward 3 seconds ..... 9
- Return to mailbox set-up ..... \*

## ACCESSING YOUR SUB-MAILBOX

### STEP 1

- Follow steps 1 and 2 from the section titled 'Accessing Your Mailbox'

### STEP 2

- Enter your sub-mailbox number  
(sub-mailbox numbers will be 1, 2 or 3)

### OR

- Press the \* key to administer the group greeting.  
See 'Group Greetings' on the back.

### STEP 3

- Enter your temporary PIN code, followed by #  
Your PIN code will be a default code of 0 0 0 0 until you change it.

### STEP 4 - MAIN MENU

- To listen to your messages. See 'To Retrieve Messages..... 1
- To hear the mailbox IDs with new messages ..... 5
- For current date and time..... 7
- To set-up your voice mailbox. See 'Mailbox Set-Up..... 9
- Press twice to return to main menu ..... \*

# ANY PHONE ANY TIME

## GROUP GREETINGS

### STEP 1

- Enter your password, followed by..... (#)

### STEP 2

- To play current group greeting..... (1)
- To keep this group greeting ..... (5)
- Delete this group greeting ..... (7)
- Record a new group greeting ..... (9)
- Return to main menu..... (\*)



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