



Voice Messaging Reference Guide

To log onto the voice messaging system via the internet, go to:

<http://voicemail.windomnet.com>

Setting up your mailbox via telephone

1. To access the voice messaging system, dial your phone number, then press *. Enter password after prompt, then hit the 4 key for personal options. The following commands are available.

1	2	3	*
Change Greeting	Record Name	Change password	Exit
▼			

1	2	3	
Use System Greeting	Use Personal Greeting	Record Personal Greeting	

Checking your messages via internet

Click the messages button on your main screen to access voice messages. From the messages screen, shown below, you will be able to review, play and delete messages online. To change voice mail settings, see the instructions below.

Old messages: [2](#) New messages: [1](#)
 Voicemail capacity: 2 out of 60 minutes used (3.33%)

Delete	New	Call from	Received	Length
Delete		5733344124	Wed, Oct 13, 2004 at 5:59pm	3 sec
Delete		6182361882	Wed, Sept 1, 2004 at 9:40am	1 min

1
2
3
4
5
6

1. Delete current message.
2. Click speaker image to play message.
3. Red exclamation point indicates new message.
4. Shows the telephone number of the person who left message.
5. Shows the day, date, and time of message.
6. Shows the length of time your message lasts.

Checking you messages via telephone

1. To access the voice messaging system, dial your number, the press * or remotely call 832- 8123 and follow prompts.
2. To listen, delete and save messages, press the following key:

1. Play message.
 2. Skip & play next message
 4. Skip back 5 seconds while playing message.
 5. Skip ahead 5 seconds while playing message.
 7. Delete & play next message.
 8. Play message date & time.
- * Exit

Changing your settings via internet

1. After logging onto internet site, go to the settings tab off the main screen.
2. From here, you can change the following options on your email account:

Welcome, John Smith 1
Name:
First name: <u>John</u> Last name: <u>Smith</u> 2
Email Options:
<input checked="" type="checkbox"/> Voicemail forwarding – email with voicemail attachment Email address: john@email.com 3
<input checked="" type="checkbox"/> Voicemail notification – notify email without attachment Email address: 5735551234@mycellphone.net 4
Notification message format: 5 Include: <input checked="" type="checkbox"/> Caller ID name <input type="checkbox"/> Caller ID number <input type="checkbox"/> Length of message <input type="checkbox"/> Time of message <input type="checkbox"/> Date of message <input type="checkbox"/> Your mailbox number

1. Displays your name.
2. Adjusts the name on your account and how it appears on your screen
3. Check the box and enter the email address where you want new voice messages sent. The email will have an attachment of the voicemail
4. Check box and enter the email address where you want notification of new voice messages sent. (Messages will not be attached.)
5. Check the box for the information you want displayed on your message notifications.