

..... Any Phone
Any Time

R A N G E . N E T



RANGE



RANGE

Voice Mail

.....

ACCESSING YOUR VOICE MAIL

FROM LINE WITH VOICE MAIL SERVICE

• Dial your 3 digit prefix followed by the numbers

6 2 4 5 or *** 9 9**

The first time you access your voice mailbox you will be asked to set up your mailbox, change your PIN, and record your name and an optional greeting that will play for your callers. After your mailbox has been set up, the next time you call the access number you will be prompted to key in your PIN unless you specify that you want the system to skip your PIN when you call in from this line.

(For more info see TO CHANGE YOUR PIN or SECURITY OPTIONS)

When you have one or more unheard messages waiting, your dial tone will begin with a stutter and a signal will be sent to your line that may illuminate a message waiting light or display a message waiting screen if your phone is so equipped. Once connected, simply follow the voice prompts to listen to your messages or manage your personal settings.

FROM ANOTHER LINE [E.G. CELL OR WORK PHONE]

• Dial your 3 digit prefix followed by the numbers

6 2 4 5 and follow the prompts.

You will be asked to enter your 10 digit phone number and then your PIN followed by the # key. Once you are logged in, all of the menus are the same.

R A N G E . N E T



VOICE MAIL MAIN MENU

- To play inbox messages, dial ①
- To send messages, dial ②
- To work with Greetings, dial ③
- To access mailbox settings, dial ④
- To access deleted messages, dial ⑥
- To log on as a different user, dial ⑦
- To access Help, dial ⑧
- To exit voice mail system, dial *

RECORD YOUR PERSONAL GREETING

- Access your voice mailbox
- From the main menu, dial ③
- To set up a personal greeting, dial ①
- To set up a system generated greeting or to change the recording of your name, dial ③
- To change the greeting that callers hear when your line is busy, dial ⑤
- Any time you do not record a personal greeting, a generic greeting will be played

TO CHANGE YOUR PIN OR SECURITY OPTIONS

- Access your voice mailbox
- From the main menu, dial ④
- For security options, dial ③
- To change your PIN, dial ①
- To change Fast Login (to require your phone # when accessing voice mail), dial ②
- To skip your PIN when calling from the line with voice mail, dial ③

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 ⑥②④⑤②⑥⑨ (MAILBOX) 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 *

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 *