



## Voicemail Changes – Calling into your Voicemail Box

CURRENT INSTRUCTIONS	NEW INSTRUCTIONS
<p>From your landline phone</p> <ul style="list-style-type: none"><li>Dial “300”. Enter PIN and follow the prompts.</li></ul> <p>Away from home</p> <ul style="list-style-type: none"><li>Dial 715-696-7500, enter your mailbox number with area code (customer phone number), and enter your PIN when prompted</li></ul>	<p>From your landline phone</p> <ul style="list-style-type: none"><li>Dial “300”. Enter your passcode and follow the prompts. (Default Passcode will be your 7-digit telephone number)</li></ul> <p>Away from home</p> <ul style="list-style-type: none"><li>Dial your 10-digit Telephone number, when you hear your greeting, press *. Enter your passcode and follow the prompts.</li></ul>

## Voicemail Changes – Listening to your messages

CURRENT INSTRUCTIONS	NEW INSTRUCTIONS
<p>After entering your PIN, when prompted from the Main Menu, press “1”.</p>	<p>After entering your passcode, when prompted from the main menu, press “1”.</p>
<p>During message play, press “8” to pause/resume play.</p>	<p>During message play, press “2” to pause/resume play.</p>
<p>After listening to your message, press “2” to save or “3” to delete.</p>	<p>After listening to your message, press “9” to save or “7” to delete.</p>

## Voicemail Changes – Changing your personal greeting

CURRENT INSTRUCTIONS	NEW INSTRUCTIONS
<p>From the Main Menu, press “3” to access the Greetings Options Menu</p> <ul style="list-style-type: none"><li>Press “1” to change your Personal Greeting</li><li>Press “3” to set up Name Recording</li></ul>	<p>From the Main Menu, press “3” to access the Greetings Options Menu</p> <ul style="list-style-type: none"><li>Press “2” to change your Personal Greeting</li></ul> <p>From the Main Menu, press “4” to access Personal Options Menu</p> <ul style="list-style-type: none"><li>Press “4” to modify your personal preferences</li><li>Press “3” to modify your recorded name</li></ul>