



Voicemail Changes – Calling into your Voicemail Box

CURRENT INSTRUCTIONS	NEW INSTRUCTIONS
<p>From your landline phone</p> <ul style="list-style-type: none">Dial “*12”. Enter your password followed by the “#” sign. <p>Away from home</p> <ul style="list-style-type: none">Dial 920-758-8245, enter your 10-digit telephone number followed by the “#” sign.	<p>From your landline phone</p> <ul style="list-style-type: none">Dial “*12”. Enter your passcode and follow the prompts. (Default Passcode will be your 7-digit telephone number) <p>Away from home</p> <ul style="list-style-type: none">Dial your 10-digit Telephone number, when you hear your greeting, press *. Enter your passcode and follow the prompts.

Voicemail Changes – After hearing your message

CURRENT INSTRUCTIONS	NEW INSTRUCTIONS
<p>To listen to recording, press “0”</p> <p>To save the recording, press “3”</p> <p>To delete your recording, “press2”</p> <p>To forward this message, press “8”</p>	<p>To replay this message, press “1”</p> <p>To go to the previous message press “1” then “1”</p> <p>To replay this message with the time it was delivered, press “5”</p> <p>To copy this message to another person, press “6”</p> <p>To delete this message and go to the next, press “7”</p> <p>To save, press “9”</p>

Voicemail Changes – Changing your personal greeting

CURRENT INSTRUCTIONS	NEW INSTRUCTIONS
<p>From the Main Menu, press “5” to access the Advanced Options Menu</p> <ul style="list-style-type: none">To record a greeting, press “1”To choose a greeting, press “2”To record your name , press “4”To change your password, press “6”For the main menu, press “0”	<p>From the Main Menu, press “3” to access the Greetings Options Menu</p> <ul style="list-style-type: none">Press “2” to change your Personal Greeting <p>From the Main Menu, press “4” to access Personal Options Menu</p> <ul style="list-style-type: none">Press “4” to modify your personal preferencesPress “3” to modify your recorded name