



Quick Reference Guide

For assistance, call our customer service at 623-455-4555.

Setting up your mailbox

Even before you set up your mailbox, people can still leave messages for you. Before your first sign-in, the system uses a standard greeting.

Dial the access number **928-501-9090**

You will need to enter your PIN when requested (Last four digits of your phone number)

or

Call your own phone number. When you start to hear your greeting press * on the telephone keypad.

You will need to enter your PIN when requested.

Changing your PIN

If you want to change your PIN, take the following steps:

1. Enter the Mailbox Settings menu by pressing 4 from the Main menu.
2. Press the # key until you hear the title "PIN."
3. Press 0 to choose this option.
4. Press 1 to change your PIN.
5. At the prompt, using your telephone keypad, enter a new PIN, then press #.
6. At the prompt, re-enter your new PIN, then press #.
7. You return to the PIN menu.

Usually when entering your mailbox you need to enter your PIN. However, it is possible to set up your mailbox so that you can enter it without using a PIN when calling from your own telephone. This feature is called Skip PIN.

Turning Skip PIN on

If you want to skip your PIN, take the following steps:

1. Enter the Mailbox Settings menu by pressing 4 from the Main menu.
2. Press the # key until you hear the title "PIN."
3. Press 0 to choose this option.
4. Press 2 to use the Skip PIN feature.

To skip your PIN, press 0

Using the Fast Login feature

Usually when entering your mailbox you need to enter your telephone number. You can, however, set up your Mailbox so that you do not need to enter your telephone number when calling from your own telephone. This feature is called Fast Login and is turned on by default.

Turning Fast Login on

1. Enter the Mailbox Settings menu by pressing 4 from the Main menu.
2. Press the # key until you hear the title "PIN."
3. Press 0 to choose this option.
4. Press 3 to use the Fast Login feature.

To skip the step where you enter your telephone number, press 0.

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Managing erased messages

After you have erased a message, you can still play, restore, reply to, and forward it until you disconnect from your mailbox. You can also permanently erase it.

At any time while listening to your erased messages, you can press # to skip to the next erased message. You can also press * to return to the Main menu. Press 5 at the Main menu to enter the Erased Messages menu.

To repeat the erased message, press 1.

To restore the erased message, press 2. The message is returned to your mailbox.

To permanently erase the erased message, press 3. The message is no longer available for you to manage.

Autoplay

Autoplay is a feature that allows you to go directly to your messages as soon as you enter your mailbox.

Turning Autoplay on

1. Enter the Mailbox Settings menu by pressing 4 from the Main menu.
2. Press the # key until you hear the title "Hands Free and Timesavers."
3. Press 0 to choose this option.
4. Press 2 to use the Autoplay feature.
To keep this setting, press #.
To turn Autoplay on, press 0.
5. You are then returned to the Hands Free menu.

Turning Autoplay off

1. Enter the Mailbox Settings menu by pressing 4 from the Main menu.
2. Press the # key until you hear the title "Hands Free and Timesavers."
3. Press 0 to choose this option.
4. Press 2 to use the Autoplay feature.
To keep this setting, press #.
To turn Autoplay off, press 0.
5. You are then returned to the Hands Free menu.

Autocontinue

Your system is originally set to play all of your options for dealing with each message after the message plays, rather than going directly to each message after the one before it has played. The Autocontinue feature allows each message to follow on from the next message without your having to press any keys.

Turning Autocontinue on

To turn Autocontinue on, take the following steps.

1. Enter the Mailbox Settings menu by pressing 4 from the Main menu.
2. Press the # key until you hear the title "Hands Free and Timesavers."
3. Press 0 to choose this option.
4. Press 3 to use the Autocontinue feature.
To keep this setting, press #.
To turn Autocontinue on, press 0.

Turning Autocontinue off

1. Enter the Mailbox Settings menu by pressing 4 from the Main menu.
2. Press the # key until you hear the title "Hands Free and Timesavers."
3. Press 0 to choose this option.
4. Press 3 to use the Autocontinue feature.
To keep this setting, press #.
To turn Autocontinue off, press 0.