

voice mail

pocket guide

welcome to the voice mail system

Dial 962-0300 in Ellensburg or 697-0200 in Selah. Listen to the Voice Mail tutorial and follow set up instructions.

set your voice mail PIN

The Voice Mail tutorial will require you to choose your own pass code when setting up your voice mailbox. As well, the system will give you an overview of Voice Mail service. You will be asked to enter your temporary password.

Your temporary password is _____

Continue to follow the tutorial prompts to set up your new personal password, record your name, and select or create your greeting. Hang up the line when finished.

retrieving your messages from home

Dial 962-0300 in Ellensburg or 697-0200 in Selah. You will be asked to enter your PIN.

While listening to your messages, use the information found on the reverse side of this pamphlet to maneuver through the system.

retrieving your messages away from home

Dial 962-0300 in Ellensburg or 697-0200 in Selah. Press # during the greeting.

Enter your telephone number or the number on which the Voice Mail box resides.

You will be asked to enter your PIN.

While listening to your messages, use the information found on the reverse side of this pamphlet to maneuver through the system.

Fair
Point
communicationsSM

800-426-9332

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While Listening to your Messages,
Press:

- * to exit message review
- 1 to rewind the message 10 seconds
- 2 to pause (press 2 again to restart)
- 3 to move 10 seconds forward
- 4 to decrease playback speed
- 5 to provide date and time information about the message
- 6 to increase playback speed
- 7 to erase the message
- 8 to return volume to normal
- 9 to increase volume
- # to skip to the next message

After Listening to Your Messages,
Press:

- 4 to replay message
- 7 to erase message
- 9 to save message

changing your PIN

To change your personal password, select option 1 (Mailbox Features) on the Main Menu and then option 1 to change your password. If you can't remember your password, contact our business office.

changing the number of rings to voice mail

If you wish to increase or decrease the number of rings before an incoming call is sent to your Voice Mail, follow these steps:

Dial *97 from the line that has Voice Mail service. Enter a number from 2 to 9 to select the number rings.