

Communication is important to you.
You take special care to be sure people
can reach you as needed. Why risk
missing calls? Voice Mail from Gervais
Telephone makes certain that you always
get your messages.

Our Voice Mail guarantees that you won't
miss a call.

- When you are away from home,
- When you are on the phone,
- or you just don't feel like answering
right now.

It's Your Call...Take it
or leave it to Voice Mail



Po Box 269
Gervais OR 97026
503-792-3611
www.gervaistel.com

Gervais Telephone
Po Box 269
Gervais OR 97026

VOICE MESSAGING USER GUIDE



ACCESS YOUR VOICE MAIL

From the phone subscribed to the service:

1. Dial 503-792-1071

2. If prompted, enter your password and then #.

From a different phone:

1. Dial 503-792-1071

2. Enter your 10-digit mailbox number.

3. Enter your password and then #.

RECORD YOUR GREETING

1. Access your voice mailbox.

2. Press 9 for the mailbox setup menu.

3. Press 1 for greeting options.

4. Press 2 to record your greeting.

5. Record your greeting and then press #.

CHANGE YOUR PASSWORD

1. Access your voice mailbox

2. Press 9 for the mailbox setup menu.

3. Press 2 to change your password.

4. Enter your new password and then press #.

5. When prompted to verify the password, enter it again and then press #.

RETRIEVE MESSAGES

1. Access your voice mailbox.

2. Your first new message may play immediately. If not, press 1 to listen to your messages. You will hear the announcement *"You have x new messages and x saved messages."*

3. Press 1 to listen to new messages.

4. Press 2 to listen to saved messages



503 792-3611

WHEN RETRIEVING MESSAGES, YOU CAN:

Press 1 Play the message again

Press 2 Save the message and play the next

Press 3 Delete the message and play the next

Press 4 Save the message as new

Press 5 Reply to the message

Press 6 Forward the message to another Mailbox **call forward service must be active on your line for this service to work**

Press 7 Skip backward in the message

Press 8 To pause the message

Press 9 To skip forward in the message

This is an AUTOMATED service and it will guide you through the instructions.