

Deltacom Voicemail Instructions

CallSaver 3

Setup Your Mailbox

Call the voicemail access number for your area. If you are calling from a telephone line equipped with a mailbox, simply enter your default password. If you are not calling from a telephone line equipped with a mailbox, you must press “ * ” after hearing the welcome greeting, then enter your mailbox number followed by your default password at the prompt. The system will prompt you for setting a new password, recording a greeting and recording your name.

Password:

- > By default, your temporary password is your telephone number.
- > If you do not know the local voicemail access number for your area, please call Deltacom’s Customer Care Department at 1.800.239.3000.
- > *Passwords* must be 4 to 10 digits in length. SAFEGUARD your password. These passwords cannot be retrieved by Deltacom and reinitializing your mailbox will cause you to lose all messages and setup information.
- > *Pager* – You can specify notification of only URGENT messages or all messages. If your pager requires callers to dial a PIN number, Deltacom will need to program this into the system.

When you are done, press the “ * ” key to go back to the Main Menu where you will be given the following options:

QUICK REFERENCE GUIDE FOR KEY CODES

1 LISTEN TO YOUR MESSAGES

While listening you may-

- 1 Erase message
- 2 Save message
- 3 Replay message
- 4 Rewind message 5 seconds
- 5 Pause/restart message
- 6 Fast forward message 5 seconds
- 7 Reply to message (valid only when it is to another subscriber on same platform and same central office switch)
- 8 Send a copy
- 9 More options
 - 4 Previous message
 - 5 Current Message Date/Time
 - 6 Hear Sender’s Name
- # Skip to the next message

2 SEND A MESSAGE (valid only when it is to another subscriber on same platform and same central office switch)

3 CREATE REMINDER MESSAGE

7 RESTART

9 USER OPTIONS

- 1 Greetings
 - 1 Record your greeting
 - 2 Record your name
 - 3 Record your busy greeting
- 2 Change your pass-code
- 9 Other User Options
 - 2 Message notification
 - 2 Pager schedule
 - 1 Enable/disable schedule
 - 2 Review number
 - 3 Set/change number
 - 9 Restriction options
 - 3 Special delivery schedule (non-pager & toll-free)
 - 1 Enable/disable schedule
 - 2 Review number
 - 3 Set/change number
 - 9 Restriction options

* **EXIT / DISCONNECT**

