

# 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 15 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 Rewind message 10 seconds
- 2 Pause/restart message
- 3 Fast forward message 10 seconds
- 4 Slow down message playback speed
- 5 Envelope Information (message date & time)
- 6 Speed up message playback speed
- 8 Normal volume
- 9 Increase volume
- # Skip to the next message

*After listening you may:*

- 4 Replay message
- 5 Envelope Information (message date & time)
- 6 Send a copy
- 7 Erase message
- 8 Reply to message (valid only when it is to another subscriber on same platform and same central office switch)
- 9 Save message
- # 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 CHECK RECEIPT OF SENT MESSAGE

#### 4 PERSONAL OPTIONS

- 1 Enable/disable outcall message notification

- 1 Enable notification
- 2 Disable notification
- 3 Enable Message Waiting
- 4 Disable Message Waiting

- 2 Administrative Options

- 1 Change your passwords
- 3 Prompt levels
  - 1 Standard
  - 2 Extended
  - 3 Rapid
- 4 Current Message Date/Time Control

- 3 Greetings

- 1 Record your greeting
- 2 Record your extended absence greeting
- 3 Record your name

- 4 Notification Schedules

- 1 First/Pager schedule (pager or non-pager local or toll-free number)
- 2 Second schedule (non-pager local or toll-free number)
- 3 Temporary schedule (non-pager local or toll-free number)

#### 5 RESTART

- \* EXIT / DISCONNECT

