

## SETTING UP YOUR VOICE MAIL

### Set up your outgoing message and passcode.

From your cellular phone (while in Northeastern WI only):

Press \* 8 6

Press Send

Complete the user introduction. During this session, the automated voice will instruct you to set up your personal 1-6 digit passcode and to record your personal message. *When outside of Northeastern WI, you can set up your outgoing message from your cellular phone the same as you would from a landline phone.*

From a landline phone:

Dial your cellular phone number.

Wait for the message "You have reached the voice mail.."

Interrupt the message by pressing \*

Complete the user introduction (described above).

## RETRIEVING YOUR MESSAGES

From your cellular phone (while in Northeastern WI only):

Press \* 8 6

Press Send

Wait for automated voice to prompt you for your passcode

Enter your passcode

Press \*

Listen to the automated voice for instructions on how to play your messages. *When outside of Northeastern WI, you can check your messages from your cellular phone the same as you would from a landline phone.*

From a landline phone:

Dial the corresponding rapid check-in number (next page)

Wait for automated voice to prompt you for your number

Enter your area code + 7-digit cellular number

Press \*

Wait for automated voice to prompt you for your passcode

Enter your passcode

Press \*

Listen to the automated voice for instructions on how to play your messages.

While playing your messages, you can:

Press 2 to back up 8 seconds

Press 22 to start message over

Press 33 to fast forward to end of message

Press 5 to save the message

Press 333 to fast forward to end of message and delete it

Press 3 after a saved message to delete it

Press 6 after any message to go to the next message (will not save the message unless you press 5)

**Rapid Check-In Numbers:**

Cellular Exchange

Voice Mail Check-In-Number

(920) 609,619, 621, 639, 655, 660, 676, 680

(920) 660-4668

(920) 419

(920) 419-4668

(920) 323, 973

(920) 323-4668

(319) 440

(319) 440-4668

(906) 271

(906) 271-4668

(715) 493,490, 499 (Iron Mountain, Rhinelander)

(715) 490-4668

(715) 923, 927 (Iron Mountain, Marinette)

(715) 923-4668

(715) 853

(715) 853-3333

(715) 581, 573

(715) 581-4668

**CHANGING YOUR OUTGOING MESSAGE OR PASSCODE**

Enter your mailbox as if you were retrieving messages.

Press 6 for Modify

Outgoing Message:

Press 6 for Outgoing

Press 7 for Record

Record new outgoing message

When finished, press \*

Listen to your message

Press 5 to keep or 7 to record again

End call if you are finished modifying

Passcode:

Press 7 for passcode

Enter new passcode

When finished, press \*

Listen to passcode to verify correct

End call if you are finished modifying