



VOICEMAIL INSTRUCTIONS

SETTING UP YOUR VOICEMAIL FOR THE FIRST TIME.

You will need to set up your voice mail from the phone number of origination. To set up your new voice mail, press *98 from your home or business, or if dialing remotely, (952) 652-MAIL (6245). Once you have dialed the local access number to get into your voice mail for the first time, you will be prompted for a password. Your initial password is your 10-digit phone number. You should customize your password once you are familiar with the system.

If you are not calling from the phone line the mailbox resides on, such as your 2nd or 3rd line, dial your access number and password and then listen to the prompts, dialing the * or # keys as requested. When the system asks, enter your 10-digit mailbox number.

Note: Your new password must be between 4 and 15 numbers and cannot start with zero.

Remember, you can dial *98 to directly access voice mail from your Integra line.

To set your Greeting, press 4 from the Main Menu, then select an option below.

- 1 Record a personal greeting
- 2 Record an extended absence greeting
- 3 Add your name to your voicemail box

For Personal Options, press 4 from the Main Menu, then select an option below.

Administrative Options, press 2 followed by:

- 1 Change or customize passwords
Note: New passwords must be between 4 and 15 numbers and cannot start with zero.
- 2 Create distribution lists
Distribution lists may be used to distribute one message to a specified group of users on the system.
- 3 Extend or reduce the number of prompts (menu options) listed

Enter notifications, press 1.

To set notification schedules, press 4. (available on Premium Service only)

Notification Outcalls: Your mailbox can automatically send a message to your mobile phone or pager to notify you of waiting messages. You can define location, time, interval and message types for notification.

To Review Messages, press **1** from the Main Menu, then select an option below.

1 1 Play only unheard messages

While listening to a message:

POSITION

- 1** Rewind
- 2** Pause/Continue
- 3** Fast-forward
- 3 3** Forward to end
- 3** Skip the message

INFORMATION

- 5** Listen to the time, date & caller's number

SPEED

- 4** Slow message down
- 6** Speed message up

VOLUME

- 7** Lower the message volume
- 8** Return to default volume
- 9** Raise the message volume

After listening to a message:

- 4** Replay the message
- 5** Listen to message date and time
- 6** Forward message to someone else
- 7** Erase the current message
- 8** Reply to the sender
- 9** Save the message

To Send a Message, press **2** from the Main Menu and follow the prompts.

A. First make your recording.

B. To end your recording, press **#**.

C. Enter the destination number.

D. Choose a delivery option:

Private.....**1**

Urgent.....**2**

Confirmation.....**3**

Future delivery.....**4**

To Check a Message Receipt*, press **3** from the Main Menu, then:

* This option may not be available on your system.

A. Enter mailbox number or distribution list number or **#**.

B. Spell the name of the distribution list.

To return to the Main Menu at any time, press *****



GET STARTED WITH WEBMESSAGESM NOW!

If you have purchased Integra's Premium voice mailbox, you can use WebMessageSM. WebMessageSM provides a Web interface into your voice mailbox. If you are interested in upgrading to the Premium offering, contact us at 952-226-7000.

Here's what you can do with WebMessageSM:

- » Set up notifications to alert you when a voice mail message arrives.
Notifications can be provided by email, text-message, page, or phone.
- » Forward voice mail to your e-mail; listen on-line
- » Receive, view, and forward incoming faxes
- » Easier set-up of voice mail administrative options

ACCESS NUMBER

MAILBOX NUMBER