

VOICE FEATURE INSTRUCTIONS

Voice Mail (First Time Use)

1. Dial *98 from home or if you are away from home, dial
(843) 686-6911 - Hilton Head Island
(843) 379-6911 - South Carolina
(912) 450-6911 - Georgia
2. Voice instructions will prompt you through the initial set up of your mailbox. You will enter a passcode which you will need every time you want to access your mailbox, (REMEMBER THIS NUMBER) and a greeting that your callers will hear.
3. Your mailbox is now ready to receive your messages. A distinctive "Stutter" dial tone will alert you that messages are waiting for you to retrieve. You can hear the recorded instructions on how to use your voice mail at any time. Enter the voice mail system, then press 8 (or U) for User Options then press 8 again to hear the tutorial.

Retrieving Voice Mail Messages

- 1) Dial *98 from home or if you are away from home, dial
(843) 686-6911 - Hilton Head Island
(843) 379-6911 - South Carolina
(912) 450-6911 - Georgia
- 2) When your greeting begins, press *
- 3) Enter your passcode _____
- 4) Dial 7 to play your messages
Dial 5 to keep your messages
Dial 3 to erase your messages
Dial * to rewind 5 seconds
Dial # to move forward 5 seconds

Wake-up Call

1. Enter your mailbox number. You may program the wake-up service from any touchtone phone.
2. After gaining access, dial U (8) for User Options.
3. Follow voice instructions and dial C (2) for call scheduling options.
4. Press A (2) for Automatic Wake-up and follow the voice instructions.
5. Press in the time you want the call to ring, i.e. 630 for 6:30.
6. Press A (2) for a.m. or P (7) for p.m.
7. Press M (6) for Monday thru Friday.
8. Press S (7) for Saturday and Sunday.

9. Press E (3) for everyday.
10. Press X (9) for one time only.

Call Forward

- 1) Dial *72
- 2) Listen for three tones followed by a dial tone
- 3) Dial the number you want your calls forwarded to
- 4) Repeat if line is busy
- 5) Dial *73 to cancel call forwarding

Call Waiting

- 1) While on the phone, you will be alerted by a beep
- 2) Depress and release the "switch hook" or flash button, to answer the second call.
- 3) To return to the first call, depress and release the "switch hook" or flash button

Three Way Calling

- 1) Press and release "switch hook" or flash button to put your first call on hold, you will hear three beeps then dial tone
- 2) Dial the third person's number
- 3) Press and release "switch hook" or flash button to begin three way calling
- 4) All parties are disconnected when you hang up