

## HARGRAY **ADVANCED MESSAGING SERVICE** QUICK REFERENCE GUIDE

### **Bluffton**

5 Buck Island Road  
Bluffton, SC 29910

### **Hilton Head**

856 William Hilton Parkway  
Hilton Head Island, SC 29928

### **Ridgeland**

8084 East Main Street  
Suite B & C  
Ridgeland, SC 29936

### **Beaufort**

130 Robert Smalls Parkway  
Beaufort, SC 29902

Call us today at **1-877-HARGRAY**  
or visit us online at **[hargray.com](http://hargray.com)**



## VOICEMAIL

Lets your callers leave messages for you when you are unavailable to take a call.

**How to use** (First Time Use):

1. From your office phone, dial \*98.
2. Enter the Personal Identification Number (PIN) that was provided to you when you initiated service. *You can change your password at any time by pressing 4 for User Options and following the prompts.*
3. Voice instructions will prompt you through the initial setup of your voicemail box. You will be asked to create a greeting that your callers will hear each time they call.

Your mailbox is now ready to receive your messages. When you lift your handset, a distinctive "stutter" dial tone or message waiting light will alert you that messages are waiting for you to retrieve.

## RETRIEVING VOICEMAIL MESSAGES

- Office**
- From your office phone dial \*98.
  - Enter your Personal Identification Number (PIN) \_\_\_\_\_

**Away from office** (2 Options)

**Option 1:** If you call from your local calling area, dial your 7 digit phone number. When you hear your greeting, **press \*** and enter your Personal Identification Number (PIN).

If you are out of the Hargray calling area, dial your phone number including area code. When you hear your greeting, **press \*** and enter your Personal Identification Number (PIN).

## Away from office

**Option 2:** Dial one of the following access numbers and enter your 10 digit telephone number. You will be required to enter your Personal Identification Number (PIN).

843-686-6911 (Hilton Head, Bluffton, Hardeeville)  
843-379-6911 (Beaufort)  
912-450-6911 (Pooler)

## MAIN MENU

To Listen to Messages	7 POBRS
Leave a Message for Other Mailboxes	2 ABC
Listen to Other Messages	3 DEF
Change Personal Options	4 GHI
Place a Call	5 JKL
Exit	*

## VOICEMAIL ONLINE

Allows you to view and hear your messages online and manage your voicemail options.

Go to [myaccount.hargray.com/voicemail](http://myaccount.hargray.com/voicemail)

Enter the password provided to you when you initiated service. You can change this password at any time by clicking on "Options".

- OR -