



MITCHELL
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A Santel Company

Simple - Convenient - Reliable



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**VOICE MAIL
USER GUIDE**

Accessing Your Voicemail

Away from home

- Dial 990-MAIL (6245)
- Enter your 10-digit home telephone number
- Enter your password followed by the # key
**If password has never been changed it will be four zeros (0000)*

From subscribed telephone

- Dial *98
- Main Menu:
 - Press 1 to retrieve messages
 - Press 3 to send a message
 - Press 7 for current date and time
 - Press 9 for mailbox setup

Creating Your Mail Message

From Mailbox Setup Menu

- Press 1 for greeting options
- Press 2 to re-record your greeting
- Press # to stop recording function
- Press 1 to listen to your greeting



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Retrieving Your Messages

Message Retrieval Menu:

- Press 1 for new messages
- Press 2 for saved messages
- Press * to return to the main menu

To Listen to Messages:

- Press 1 to play or re-play message
- Press 2 to save the message and go to the next
- Press 3 to delete the message and go to the next

Changing Your Password

From Mailbox Setup Menu

- Press 2
- Enter new password, followed by the # key. The password is any series of up to 16 digits you choose
- To verify, Enter your password, followed by the # key