VOICE MAIL ACCESS NUMBERS

Alcester, SD	934-9000
Alvord, IA	473-9000
Baltic, SD	529-9000
Brandon, SD	582-9000
Crooks/Renner, SD	543-9000
East Garretson, MN	597-9000
East Hudson, SD	982-9000
Garretson, SD	594-9000
Hills, IA	964-9000
Hills, MN	962-9000
Howard/Carthage, SD	772-9000
Hudson, SD	984-9000
Inwood, IA	753-9000
Larchwood, IA	477-9000
Lester, IA	478-9000
Lester, MN	471-9000
N. Larchwood, SD	474-9000
Oldham/Ramona, SD	482-9000
Steen, IA	851-9000
Steen, MN	855-9000
Valley Springs, IA	777-9000
Valley Springs, SD	757-9000

HOW TO USE VOICE MAIL TO E-MAIL:

You can have your voice mail messages e-mailed to you. You can play, save or delete the messages from your computer. The voice mail to e-mail service is available at no extra charge. To set up voice mail to e-mail, log into the Web Portal through the Quick Launch options at www.alliancecom.net, or call Alliance Communications.

1. After the service is set up, check your e-mail as you normally would.

2. When you get a voice mail message, you will receive an e-mail delivered right to your inbox. The message will have an attachment.

3. Open the attachment and your media player will play the message.

4. If desired, save the attachment on your PC.

5. Follow the links in the message to save or delete the message from the voice mail system.

Did you know?

You can manage your Alliance Voice Mail account through Alliance's Web Portal for FREE?

If you have Internet access, you do not want to miss out on this easy-to-use option. Simply log into the Web Portal through the QuickLaunch options at www.alliancecom.net. Or call Alliance Communications for more information.

Write in your information for easy access.

Your Voice Mailbox Access Number Is: _____
(See Voice Mail Access Numbers Box.)

Your Voice Mailbox Number Is: _____
(Same as your phone number.)

Your Voice Mailbox Password Is: _____
(Default is 0000)

ALLIANCE
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Dial 611 from any phone with Alliance service or call 605-594-3411.

www.alliancecom.net

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VOICE MAIL
MULTIPLE MAILBOXES

USER GUIDE

It's Your Call…
Take it.
Or, leave it to
Voice Mail.

Using Alliance Communications Voice Mail MULTIPLE MAILBOXES

SOME THINGS TO KNOW BEFORE YOU BEGIN:

Your group greeting directs callers to press the appropriate key to reach the individual sub-mailboxes.

Once the group greeting is recorded, each sub-mailbox 'owner' may record a personal greeting and assign a personal password to make their sub-mailbox uniquely their own.

ADMINISTRATOR INSTRUCTIONS

RECORD YOUR GROUP GREETING

From the phone subscribed to the service:

1. Dial the voice mail access number for your location. Refer to the box labeled Voice Mail Access Numbers.
2. Listen to the recording explaining that you must record a group greeting. Wait until the end of the recording, and then press 0 to administer the main mailbox.
3. Enter your password and then #. The default password is 0000 until you change it.
4. Press 9 to access mailbox setup options.
5. Press 1 for greeting options.
6. Press 2 to record your greeting. When finished recording, press #.

For example, *"You have reached the Doe residence. To leave a message for John, press 1. To leave a message for Jane, press 2."*

CHANGE AN EXISTING GROUP GREETING

From the phone subscribed to the service:

1. Dial the voice mail access number for your location. Refer to the box labeled Voice Mail Access Numbers.
2. When prompted to enter your mailbox ID, press 0 to administer the main mailbox.
3. Enter your password and then #. The default password is 0000 until you change it.
4. Press 9 to access mailbox setup options.
5. Press 1 for greeting options.
6. Press 2 to re-record your greeting. When finished recording, press #.

GENERAL USER INSTRUCTIONS

ACCESS YOUR VOICE MAILBOX

From the phone subscribed to the service:

1. Dial the voice mail access number for your location. Refer to the box labeled Voice Mail Access Numbers.
2. Enter your single digit sub-mailbox ID (1-9).
3. If prompted, enter your password and then #. The default password is 0000 until you change it.

From a different phone:

1. Dial the voice mail access number for your location. Refer to the box labeled Voice Mail Access Numbers.
2. Enter your 10-digit mailbox number (telephone number).
3. Enter your single digit sub-mailbox ID (1-9).
4. Enter your password and then #. The default password is 0000 until you change it.

RECORD YOUR SUB-MAILBOX GREETING

1. Dial the voice mail access number for your location. Refer to the box labeled Voice Mail Access Numbers.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 4 to record your greeting.
5. Record your greeting and then press #.

CHANGE YOUR SUB-MAILBOX PASSWORD

1. Dial the voice mail access number for your location. Refer to the box labeled Voice Mail Access Numbers.
2. Press 9 for the mailbox setup menu.
3. Press 2 to change your password.
4. Enter your new password and press #. The default password is 0000 until you change it.
5. When prompted to verify the password, enter it again and then press #.

RETRIEVE MESSAGES FROM YOUR SUB-MAILBOX

1. Dial the voice mail access number for your location. Refer to the box labeled Voice Mail Access Numbers.
2. Your first new message may play immediately. If not, press 1 to listen to your messages. You will hear the announcement *"You have x new messages and x saved messages."*
3. Press 1 to listen to new messages.
4. Press 2 to listen to saved messages.

WHEN RETRIEVING MESSAGES, YOU CAN:

Press 1	Play the message again
Press 2	Save the message and play next
Press 3	Delete the message and play next
Press 4	Save the message as new
Press 5	Reply to the message
Press 6	Forward the message to another mailbox
Press 7	Skip backward in the message
Press 8	Pause the message
Press 9	Skip forward in the message

ALLIANCE COMMUNICATIONS™

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Additional instructions are available under the support tab at www.alliancecom.net