



Voice Mail

from Alliance Communications helps you enjoy the most important things in your life knowing you'll always get your phone messages.

Our Voice Mail guarantees that you won't miss a call if you are away from home, on the phone, or just don't feel like answering right now.

Experience Crystal Clear Clarity

Save Important Messages

Access Messages from your PC

Thank you for subscribing to Alliance Communications Voice Mail.

WRITE IN YOUR INFORMATION FOR EASY ACCESS.

Your Voice Mail Access Number Is:

Your Voice Mailbox Number Is:

Your Voice Mailbox Password Is:



Speak and you'll be heard.™

Dial 611



Simple

Convenient

Reliable

That's Voice Mail

Voice Mail User Guide

ONE MAILBOX



Speak and you'll be heard.™

Dial 611

Using Alliance Communications Voice Mail

HOW TO RECORD YOUR GREETING

Note: You can have multiple greetings in your mailbox. Greeting 1 could be your standard greeting, while you could use greeting 2 to tell people you are on vacation for the next week. You could use greeting 3 to tell people to contact you at a different phone number. You can record up to nine greetings.

1. Dial the voice mail access number for your community. 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 5 and then select the greeting you want to record (1-9).
5. Press 2 to record your greeting.
6. Record your greeting and then press #.
7. You have the option to record multiple greetings. Skip to Step 9 if you do NOT wish to record multiple greetings. To record more greetings, repeat steps 4-6.
8. When you are done recording all greetings, make sure to press 5 again to pick the greeting you want active.
9. Press the * key to return to the mailbox setup menu or hang up.

HOW TO CHANGE YOUR PASSWORD

1. Dial the voice mail access number for your community. 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 then press #.
5. When prompted to verify the password, enter it again and then press #.

HOW TO RETRIEVE MESSAGES

If you hear a broken dial tone when you pick up the receiver, you will know that you have a message waiting.

1. Dial your voice mail access number. Refer to the box labeled Voice Mail Access Numbers.
2. 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 the next
Press 3 Delete the message and play the next
Press 4 Save the message as new
Press 7 Skip backward in the message
Press 8 To pause the message
Press 9 To skip forward in the message
Press * to return to the main menu

HOW TO ENABLE OR DISABLE AUTO LOGIN

Auto Login gives you faster access to your voice mailbox.

If Auto Login is turned on, you won't need to enter your mailbox number and password. This is convenient for people who aren't concerned about security. If Auto Login is disabled, you will need to enter your mailbox number (telephone number) and your password when you access your Voice Mail.

1. Dial the access number for your location. Refer to the box labeled Voice Mail Access Numbers.
2. Press 9 for the setup menu
3. Press 4 to change your Auto Login option and then listen to the voice prompts.

HOW TO ACCESS YOUR VOICE MAIL 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.
3. Enter your password and then #.

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. If you haven't already signed up for this feature, call Alliance by dialing 611 to have it activated. The voice mail to e-mail service is available at no extra charge.

1. 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.

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

Did you know that you can manage your Alliance Voice Mail account through the Internet for FREE?

If you have Internet access, you do not want to miss out on this easy-to-use option. Simply call Alliance Communications by dialing 611 for more information.