

## VOICE MAIL ACCESS NUMBERS

|                     |                |
|---------------------|----------------|
| Alcester, SD        | (605) 934-9000 |
| Alvord, IA          | (712) 473-9000 |
| Baltic, SD          | (605) 529-9000 |
| Brandon, SD         | (605) 582-9000 |
| Crooks, SD          | (605) 543-9000 |
| East Garretson, MN  | (507) 597-9000 |
| East Hudson, SD     | (605) 982-9000 |
| Garretson, SD       | (605) 594-9000 |
| Hills, IA           | (712) 964-9000 |
| Hills, MN           | (507) 962-9000 |
| Howard/Carthage, SD | (605) 772-9000 |
| Hudson, SD          | (605) 984-9000 |
| Inwood, IA          | (712) 753-9000 |
| Larchwood, IA       | (712) 477-9000 |
| Lester, IA          | (712) 478-9000 |
| Lester, MN          | (507) 471-9000 |
| N. Larchwood, SD    | (605) 474-9000 |
| Oldham/Ramona, SD   | (605) 482-9000 |
| Renner, SD          | (605) 582-9000 |
| Rowena, SD          | (605) 582-9000 |
| Sherman, SD         | (605) 594-9000 |
| Sherman North, SD   | (605) 348-0001 |
| Steen, IA           | (712) 851-9000 |
| Steen, MN           | (507) 855-9000 |
| Valley Springs, IA  | (712) 777-9000 |
| Valley Springs, SD  | (605) 757-9000 |

Write in your information for easy access.

Your Voice  
Mailbox  
Access  
Number Is: \_\_\_\_\_

Your Voice  
Mailbox  
Number Is: \_\_\_\_\_

(Same as your phone number.)

Your Voice  
Mailbox  
Password Is: \_\_\_\_\_

(Default is 0000)



**All yours.**

Dial 611 from any phone with Alliance service or call (605) 582-6311.

[www.alliancecom.net](http://www.alliancecom.net)



# VOICE MAIL

ONE MAILBOX

## USER GUIDE



It's Your Call...  
**TAKE IT.**

Or, leave it to  
**VOICE MAIL.**

# Using Alliance Communications Voice Mail

ONE  
MAILBOX

## ACCESS YOUR VOICE MAIL

### 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. 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. (Phone number)
3. Enter your password and then #. The default password is 0000 until you change it.

## RECORD YOUR GREETING

1. Access your voice mailbox. (See instructions above.)
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 2 to record your greeting.
5. Record your greeting and then press #.

## CHANGE YOUR PASSWORD

1. Access your voice mailbox. (See instructions above.)
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 #.

## RETRIEVE MESSAGES

1. Access your voice mailbox. (See instructions to the left.)
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            |

## 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. Call us and we'll set up this option for you.

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.



Additional instructions are available under the support tab at [www.alliancecom.net](http://www.alliancecom.net)