WELCOME TO INTEGRA

SETTING UP YOUR VOICEMAIL FOR THE FIRST TIME.

You will need to set up your voicemail from the phone number of origination. To set up your new voicemail, please call I-866-INTEGRA to obtain the local access number from Customer Care. Once you have dialed the local access number to get into your voicemail for the first time, you will be prompted for a password with a minimum of four digits and a maximum of ten digits.

The first time you enter your mailbox, you will hear a generic message. Press [*] and the voicemail user tutorial will help you set up your mailbox. Before entering your mailbox, your default passcode (until you choose a personal one) is the last 4 digits of your telephone number. You will be asked to record the greeting you wish callers to hear.

MAKING OR CHANGING YOUR GREETING

From Main Menu, press

[8] or [U] User Options menu, then press

[4] or [G] to change your mailbox Greeting

After changing your Greeting or Mailbox Name, press [#] to save and review your greeting, or [9] to save and exit.

[5] or [L] Listen to your Greeting

[7] or [R] Record your Greeting

[9] or [X] Exit to Main Menu

VOICEMAIL TREE USERS:

You will need to record a greeting on the main (routing) number that includes instructions to press ❶, ❷, ❸, etc. to go to the various extensions. For example: Press ❶ for Becky, ❷ for Chris, ❸ for Joe, etc.

NOTE: No messages can be left on the routing mailbox.

Each person (extension) will need to record their own message greeting by dialing into their personal extension number and following the set-up instructions shown above.

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USING YOUR PERSONAL MAILBOX

7 or [P]   Play your message

7 or [P]   Replay your message

5 or [K]   Keep/Save the message

3 or [D]   Delete/Erase the message

9 or [X]   Exit the system

HELPFUL OPTIONS WHILE LISTENING TO MESSAGES

*   Rewind five (5) seconds

Fast-forward five (5) seconds

1   Pause for 30 seconds

8   Skip to next message

CREATE AND SEND A MESSAGE

6 or [M]   Make a new message

Enter the mailbox number of the voicemail subscriber. Record a message. At the end of the message, press **#** or wait.

7 or [R]   Review your message

3 or [D]   Discard your message and re-record

2 or [A]   Append your message

6 or [M]   Access Addredding Options

9 or [X]   Exit to the main menu

OPTIONS MENU

From Main Menu, press

8 or [U]   for User Options menu

4 or [G]   Change your mailbox Greeting

    5 or [L]   Listen to your Greeting

    7 or [R]   Record your Greeting

    9 or [X]   Exit to Main Menu

6 or [N]   Change your Mailbox Name

    5 or [L]   Listen to your Name

    7 or [R]   Record your Name

7 or [P]   Change your Passcode

9 or [X]   Exit User Options and return to the Main Menu

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