



# 1 Messages

## Listening to Messages

Depending on your messaging subscription:  
Press **1** to listen to your voicemail or  
Press **1 1** to listen to your emails and faxes

User menus for either option can be found on the *Voicemail Reference Guide*.

## Send a Copy of a Message

Find the message you would like to forward using the commands on your *Voicemail Reference Guide*.  
After your message plays, press **5** to “Send a Copy”

When prompted, enter the 10-digit phone number where you would like to forward the message followed by **#**.  
Press **\*** to erase or re-enter the phone number.

## Introductory Message

To add an introductory message, when prompted speak after the tone. When finished, either hang up or press **#** to hear more options.

To skip introductory message, press **\***.  
When finished, either press **#** press forward your message or **0** to hear more options.

# 0 Helpful Hints

Learn about the new features available on your messaging system.

Press **0** from the main menu or while retrieving your messages

## Hints include

- Using the **#** key
- Using the **\*** key
- Changing your greeting
- Using timesavers while listening to messages
- Replying to, copying, and sending messages

# 4 Mailbox Settings

For any of the options below, press **4** to enter the Mailbox setting menu, then press **#** until you hear the option you’re looking for. Press **0** to enter the menu for your selection.

## Greetings

### Out of Hours Greeting

Press **2** to select your Out of Hours greeting

### Busy Greeting

Press **6** to select your busy greeting.  
Press **\*** to leave your busy greeting as is

## Hands Free and Timesavers

### Turn Time and Date Stamp on/off

Press **1** to select “Time and Date Stamp”  
Press **0** to change setting to on or off  
Press **#** to leave setting as is

### Turn Autoplay on/off

Press **2** to select “Autoplay”  
Press **0** to change setting to on or off  
Press **#** to leave setting as is

## Autocontinue

Autocontinue allows each message to follow from one to the next without your having to press any keys.

### Turn Autocontinue ON/OFF

Press **3** to select “Autocontinue”  
Press **0** to change setting to on or off  
Press **#** to leave setting as is

## PIN

### Change your PIN

Press **1** to change your PIN  
When prompted, enter a new PIN followed by **#**.  
When prompted, re-enter your new PIN followed by **#**.

### Turn Skip PIN ON/OFF

Turn on/off the option to enter your PIN every time you log into your mailbox.

Press **2** to select “Skip PIN”  
Press **0** to change setting on or off  
Press **#** to leave setting as is

### Turn Fast Login ON/OFF

Turn on/off the option to enter your telephone number when calling your mailbox from your own phone.

Press **3** to select “Fast Login”  
Press **0** to change setting on or off  
Press **#** to leave setting as is

# Voicemail Reference Guide

## To access your voicemail, dial:

Pierce County: (253) 262-1222  
(360) 832-1222  
Lewis County: (360) 623-1116

## Accessing voicemail when calling from your own line:

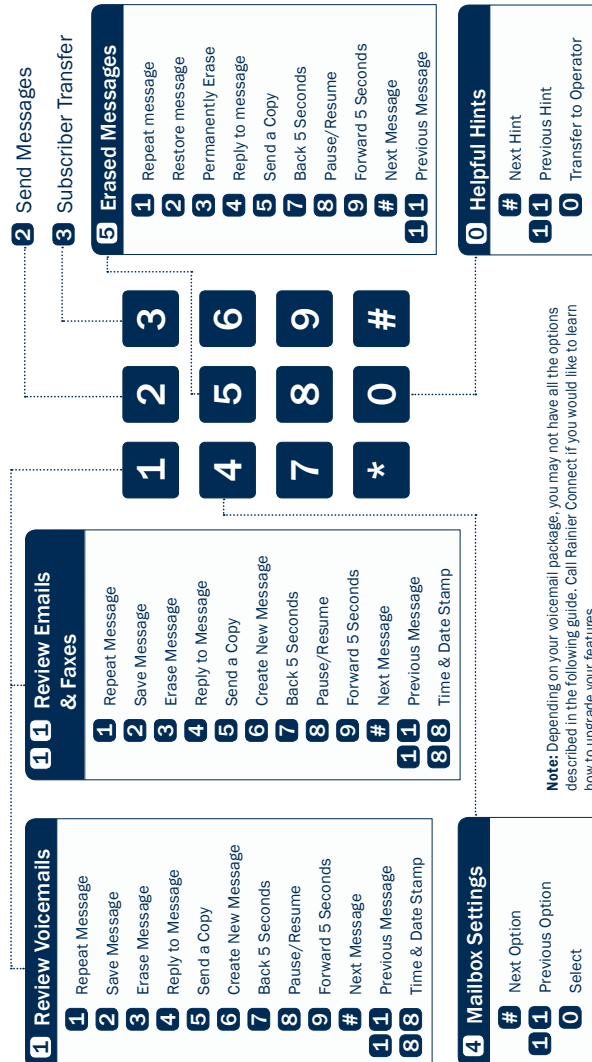
Dial the voicemail access number (above).  
Enter your PIN + **#** when prompted.

## Accessing voicemail when calling from a line other than your own:

Dial the voicemail access number.  
Enter your 10-digit phone number, followed by **#**.  
Enter your PIN + **#** when prompted.

Phone Number: \_\_\_\_\_

PIN: \_\_\_\_\_  
(default: 000000)



Note: Depending on your voicemail package, you may not have all the options described in the following guide. Call Rainier Connect if you would like to learn how to upgrade your features.