



New Taqua Voice Mail Procedures –March 18th, 2010

To Access Voicemail from Your Own Phone

1. Dial your telephone number –(-2xx-xxxx)
2. When greeting begins to play press *
3. When prompted enter your VoiceMail Password

To Access Voicemail from Another Phone

1. Dial 907-225-3333 and enter your 10 digit phone number 907-2xx-xxxx
2. When prompted enter your VoiceMail Password

Voice Mail Main Menu

Key	Feature
1	Play Inbox Messages
2	Change Folders
3	Advanced Options
0	Mail Box Options
*	Help Key
#	Exit to Voicemail

Changing Your Voicemail Password

1. Access your Voicemail Box
2. If you have a new message, the messages will be identified and played
3. From the Main Menu, press 0 for Mailbox Options
4. Enter 5 to change the password
5. Enter your new 4 digit password again followed by the #, then re enter the new 4 digit password followed by the #.

Recording Your Personal Greetings:

1. Access your voice mailbox.
2. If you have new messages, the messages will be identified and played.
3. From the Main Menu press 0 for Mailbox Options
4. Select the greeting you'd like to record:
 1. to record an unavailable message press 1
 2. to record a busy greeting, press 2
 3. to record a name press 3
 4. to record your temporary greeting press 4
 5. to listen change your password press 5
 6. to return to the main menu, press *
5. After the tone, record your greeting. Press # when finished.
6. If you don't record a personal greeting, a generic greeting will be played.

VoiceMail Menu

	During Message	After Message
Exit	NA	#
Delete	NA	7
Save	NA	9
Forward	NA	8
Replay	NA	5
Help	NA	*
Rewind-3 seconds	*	NA
Fast Forward-3 sec	#	NA

To Access the Voicemail System for the Very First Time and Set Your Password:

1. Dial 225-3333
2. Enter your entire 10 digit phone number followed by the # .
Then re-enter the 10 digit number again as your PIN number.
3. The system will ask you for a new VoiceMail password. Choose a 4 digit password, followed by a #
4. Confirm the new number by re-entering the new 4 digit password followed by a #.