Communication is important to you. You take special care to be sure people can reach you as needed. Why risk missing calls? Voice Mail from Your Telephone Company makes certain that you always get your most important messages. After all—it's your call.

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

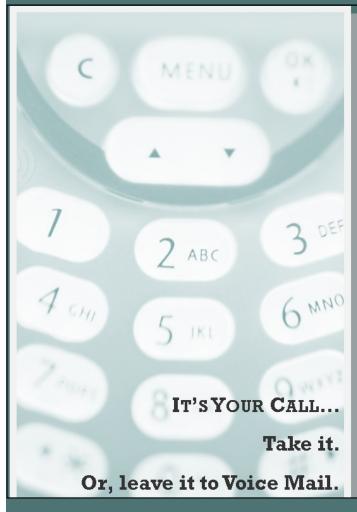
It's Your Call...
Take it.



108 South Maple Street Odebolt, Iowa, 51458

Phone: 1-712-668-2200 Email: odetelco@netins.net

VOICE MESSAGING USER GUIDE





USING SAC COUNTY MUTUAL TELEPHONE COMPANY VOICE MAIL

ACCESS YOUR VOICE MAIL

From the phone subscribed to the service:

- 1. Dial *98.
- 2. If prompted, enter your password and then #.

From a different phone:

- 1. Dial 668-2009.
- 2. Enter your 10-digit mailbox number.
- 3. Enter your password and then #.

RECORD YOUR GREETING

- 1. Access your voice mailbox.
- 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
- 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

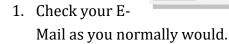
- 1. Access your voice mailbox.
- 2. Your first new message may play immediately. If not, press 1 to listen to your messages. You will hear the announcement "You have x new messages and x saved messages."
- 3. Press 1 to listen to new messages.
- 4. Press 2 to listen to saved messages.

WHEN RETRIEVING MESSAGES, YOU CAN:

- Press 1 Play the message again
- Press 2 Save the message and play the next
- Press 3 Delete the message and play the 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 To pause the message
- Press 9 To skip forward in the message

Your Voice Ma			
Your Voice Ma	ailbox		
Password Is:			

USING VOICE MAIL TO E-MAIL:



- 2. When you get a voice mail message, you will receive an email from 'YOURTELEPHONE' 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.

Important Note: Your Voice Mailbox has a Pre-Set amount of message storage. To prevent messages from being automatically deleted from your mailbox, please contact our office to increase the retention time for your Voice Messages.



^{*} Voice Mail package must be set to allow this capability.