

# MCN Digital Phone Service

## Voicemail Instructions

Access voicemail by dialing \*97

To record a new message dial \*98

### Main Menu



<h4>1. Hear Your Messages</h4> <ol style="list-style-type: none"><li>1 Start reverse playback</li><li>2 Stop/resume playback</li><li>3 Start fast-forward playback</li><li>4 Hear the message again</li><li>5 Play message with envelop information (date, caller-ID).</li><li>6 Move or copy <small>To move message, press 1. To copy message, press 2. To record a comment, press 3.</small></li><li>7 Delete</li><li>8 Call back <small>To confirm the callback, press 1. To cancel the callback, press *.</small></li><li>9 Skip</li><li>0 Help</li></ol>	<h4>2. Change Your PIN</h4> <p>Enter your new access code.</p> <ol style="list-style-type: none"><li>1 Use the access code.</li><li>* Return to the main menu without using the new access code.</li></ol>	<h4>4. Record a Greeting</h4> <p>Record your greeting* and press the # sign. Then choose from the following options:</p> <ol style="list-style-type: none"><li>1 Listen to recording</li><li>2 Use recording</li><li>3 Record again</li><li>4 Delete recording</li></ol> <p>*You can record up to five greetings. <b>Star code: *98</b></p>	<h4>9. Select a Mailbox Greeting</h4> <p>Choose a greeting from the list provided by PBX . You can have up to five choices:</p> <ol style="list-style-type: none"><li>1 Greeting 1</li><li>2 Greeting 2</li><li>⋮</li><li>9 Greeting 5</li></ol>
	<h4>3. Record Your Name</h4> <p>Record your name and press the # sign. Then choose from the following options:</p> <ol style="list-style-type: none"><li>1 Listen to recording</li><li>2 Use recording</li><li>3 Record again</li><li>4 Delete recording</li></ol>	<h4>5. Record a Message</h4> <p>Record your message and press the # sign. Then choose from the following options:</p> <ol style="list-style-type: none"><li>1 Move message</li><li>2 Copy message</li></ol>	

## Leaving a Message

<h4>Leave a Message After the Recording</h4> <ol style="list-style-type: none"><li>1. Leave message.</li><li>2. Press the # key.</li></ol>	<h4>Skip Recording and Leave a Message</h4> <ol style="list-style-type: none"><li>1. Press the # key.</li><li>2. Leave message.</li><li>3. Press the # key.</li></ol>	<h4>Speak to the Operator</h4> <ol style="list-style-type: none"><li>1. Press 0.</li></ol>	<h4>Log into the Mailbox</h4> <ol style="list-style-type: none"><li>1. Press the * key.</li><li>2. Enter PIN.</li></ol> <p>This brings you to the main menu of the voicemail system.</p>
<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto 20px auto;"></div> <ol style="list-style-type: none"><li>1 Delete message.</li><li>2 Record the message again.</li><li>3 Mark the message as urgent.</li><li>4 Mark the message as private.</li><li>0 Send the message and go to operator.</li><li>9 Send the message and hang up.</li></ol>			