**MCN Digital Phone Service**

**Voicemail Instructions**

Access voicemail by dialing *97 or dial your number then press * while your greeting is playing

### Main Menu

1. **Hear Your Messages**
   1. Start reverse playback
   2. Stop/resume playback
   3. Start fast-forward playback
   4. Hear the message again
   5. Play message with envelope information (date, caller-ID)
   6. Move or copy
      - To move message, press 1.
      - To copy message, press 2.
      - To record a comment, press 3.
   7. Delete
   8. Call back
      - To confirm the callback, press 1.
      - To cancel the callback, press *.
   9. Skip
   0. Help

2. **Change Your PIN**
   Enter your new access code.
   1. Use the access code.
   2. Return to the main menu without using the new access code.

3. **Record Your Name**
   Record your name and press the # sign. Then choose from the following options:
   1. Listen to recording
   2. Use recording
   3. Record again
   4. Delete recording

4. **Record a Greeting**
   Record your greeting and press the # sign. Then choose from the following options:
   1. Listen to recording
   2. Use recording
   3. Record again
   4. Delete recording
   *You can record up to five greetings.
   Star code: *98

5. **Record a Message**
   Record your message and press the # sign. Then choose from the following options:
   1. Move message
   2. Copy message

9. **Select a Mailbox**
   Greeting
   Choose a greeting from the list provided by PBX. You can have up to five choices:
   1. Greeting 1
   2. Greeting 2
   3. Greeting 3
   4. Greeting 4
   5. Greeting 5

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**Leaving a Message**

<table>
<thead>
<tr>
<th>Leave a Message After the Recording</th>
<th>Skip Recording and Leave a Message</th>
<th>Speak to the Operator</th>
<th>Log into the Mailbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Leave message.</td>
<td>1. Press the # key.</td>
<td>1. Press 0.</td>
<td>1. Press the * key.</td>
</tr>
<tr>
<td>2. Press the # key.</td>
<td>2. Leave message.</td>
<td></td>
<td>2. Enter PIN.</td>
</tr>
</tbody>
</table>

1. Delete message.
2. Record the message again.
3. Mark the message as urgent.
4. Mark the message as private.
0. Send the message and go to operator.
9. Send the message and hang up.

This brings you to the main menu of the voicemail system.