Setting up your account

Before you can use the new voicemail system, you will need to set up your account. To set up your account you must call into the system *from your home telephone* by dialing the access number *333 or 627 or 643-MAIL (6245).

First-Time Sign-in

The first time you log in to your mailbox, you will be asked to configure it. This first-time sign-in involves three steps:

- first you must change your PIN
- then you must record your recorded name
- finally you must choose a greeting to play to callers before they leave a message.

The greeting and recorded name are played each time a caller accesses your mailbox to leave a message.

You may skip first-time sign-in once by pressing the ***** *key twice, but after skipping it once, you must complete all three steps the next time you call in.*

You can also end the setup process at any point by ending the call. If you do so, you are asked to complete the remaining setup steps the next time you enter your mailbox.

Changing your PIN

First, to secure your account, you must set up a new PIN. A prompt asks to you enter a new PIN. It can be 4-20 digits in length.

1. Enter a new PIN, pressing **#** when finished.
2. Confirm the new PIN by re-entering it and pressing **#** when finished.

Recording your name

Next, you are prompted to record your name. This is used for some system-generated announcements, for example when greeting your callers or when your leave messages for others.

Your recording should be less than ten seconds long. If it is too long, you will be asked to re-record a shorter version.

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1. Record your name and press **#** when finished.
2. An announcement plays your recording back to you.

   - If you want to re-record it, press **1**.
   - If you want to keep it, press **#**.

Choosing a greeting

Once you have successfully recorded your name, you are prompted to select a greeting. You can use a number of different types of greeting.

- To record your own personal greeting, press **1**. Then record your personal greeting, pressing **#** when finished.
- To use a system-generated greeting that announces your recorded name, press **2**.
- To use a system-generated greeting that reads out your phone number, press **3**.
- To use a system-generated greeting that neither announces your name nor reads out your phone number, press **4**.

An announcement plays back your selected greeting.

- To record or select a different greeting, press **1**.
- To save it and use it as your greeting, press **#**.

This is the last step in setting up your mailbox. Once you have finished, you are transferred to the Main menu. See page 2 for a diagram of the main menu.

Liberty
communications

Main Menu

[1] Review Messages

Review Messages Menu
- [1] Voicemail
- [3] Faxes
- [9] Future Delivery Messages

Listen to Message

Hear message
- [1] Repeat
- [2] Save
- [3] Erase
- [4] Reply
- [5] Send a Copy
- [2] [2] Mark Saved Message as New

[2] Send Message

Enter phone or GL number, then #
- [1] Review Message
- [2] Mark as Urgent
- [3] Mark as Private
- [4] Re-Record Message
- [5] Report on Send
- [6] Report on Read
- [7] Add Recipient
- [9] Schedule for Future Delivery
- [#] Send as is

[3] Work with Greetings Menu

Greeting Options Menu
- [1] Personal Greeting
- [2] Extended Absence
- [3] Sys-Gen Greetings and Name Recording
- [4] Group Mailbox Greetings
- [5] Busy Greeting
- [6] Out-of-office hours greeting
- [7] Shared Greetings
- [9] Forward all Calls to Voicemail Greeting
- [*] Exit Menu

[4] Mailbox Settings

Mailbox Settings Menu
- [1] Group Lists
- [2] Handsfree and Time Saver Options
- [3] Security Options
- [4] Group Mailbox Settings
- [5] Notification Settings
- [6] Additional Settings
- [7] Advanced Call Features Settings
- [9] Live Message Screening Settings
- [*] Exit Menu

[5] Reminders

Reminders Menu
- [1] Reminders Settings
- [2] Add New Reminder
- [3] Recurring Reminders Settings
- [4] One-Off Reminders Settings

[6] Review Erased Messages

Select Message Type
- [1] Voicemail
- [3] Faxes

Erased Messages

Hear Message
- [1] Repeat
- [2] Restore
- [3] Permanently Erase
- [4] Reply
- [5] Send a Copy
- [#] Next Message

[7] Switch Account

Enter Phone Number, then #, or * if error

[0] Help

Helpful Hints
- [#] Next Hint
- [*] Return to Main Menu
- [1] Replay from Start of Menu

[*] Exit

Goodbye and Exit TUI

Common Keys

- [*] Cancel input or move up a level
- [0] Helpful Hints
- [#] End input or move forward in a list
- [8] Pause / Resume