



Voice Mail Users Guide

Introduction

CommsMate™ Voice Mail is a dedicated voicemail service which forwards message received to you via email.

How to setup your your initial greeting:

Call your number, as the message greeting is playing, press **** then enter your pin code. Then press zero for mailbox options

Voicemail - Mailbox Options

1 to create an unavailable message

Press 1 to accept, press 2 to listen, press 3 to re-record

2 to create a busy message

Press 1 to accept, press 2 to listen, press 3 to re-record

3 to set your name

Press 1 to accept, press 2 to listen, press 3 to re-record

4 to change pin code / password

Incoming Caller ID

Unless a Caller has blocked their phone number from being presented to you, you will have the Caller ID displayed in your email message.