

## **Voicemail Instructions**

**From Yellowknife phone:** Dial \*98 from your Yellowknife phone to access voicemail. Enter your password when prompted, if you forgot or lost your pin number (password) you will need to contact Yellow Knife technical support.

**From outside line:** Dial (541)323-6200 to access voicemail. Enter your full 10 digit phone number and password when prompted.

### **Accessing menus & individual menu options**

#### **Main Menu:**

- 0 = Mailbox options
- 2 = Change folders
- 3 = Advanced options
- \* = Help (will repeat menu options)
- # = Exit

#### **Mailbox Options Menu:**

- 1 = Record unavailable message
- 2 = Record busy message
- 3 = Record name
- 4 = Temporary greeting
- 5 = Change password
- \* = Return to main menu
- # = Repeat menu options

#### **Change Folders Menu:**

- 0 = New messages
- 1 = Old messages
- 2 = Work messages
- 3 = Family messages
- 4 = Friends messages
- \* = Repeat menu options
- # = Cancel (which will return you to Main Menu)

#### **Advanced Options Menu:**

- 5 = Leave message
- \* = Return to main menu

### **Recording Messages, Name & Greeting**

**Recording each message, name & greeting has the same process.**

You will be instructed to record your message after the tone & when finished recording press #.

- 1 = Accept
- 2 = Listen to recorded message
- 3 = Re-record

### **Changing Password**

**This system refers to the "PIN" as a PASSWORD.**

You will enter in your password & then press # when finished.

You will be asked to re-enter your password & press # when finished.

### **Changing Folders**

**New, Old, Work, Family & Friends Message Menus have the same options:**

- 3 = Advanced options
- 5 = Repeat the current message
- 7 = Delete this message
- 8 = Forward the message to another user
- 9 = Save this message
- \* = Help
- # = Exit