

Using SEI Voice Mail



Access Your Voice Mail

1. 744 exchange, dial 744-7000
667 exchange, dial 667-7000
574, 265, 273 exchanges,
dial 574-7000
873, 839 exchanges,
dial 873-7000
2. Enter your mailbox number*.
3. Enter your PIN and then #.

Record Your Greeting

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 4 to record your greeting.
5. Record your greeting and then press #.
6. Press 2 to keep your greeting.

Change Your Pin

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 2 to change your password.
4. Enter your new password, then press #.
5. When prompted to verify the password, enter it again and then press #.

*Your Voice Mailbox number is your 7 digit telephone number.

Your Voice Mailbox
Number* is: _____

Your PIN: _____

Retrieve Messages

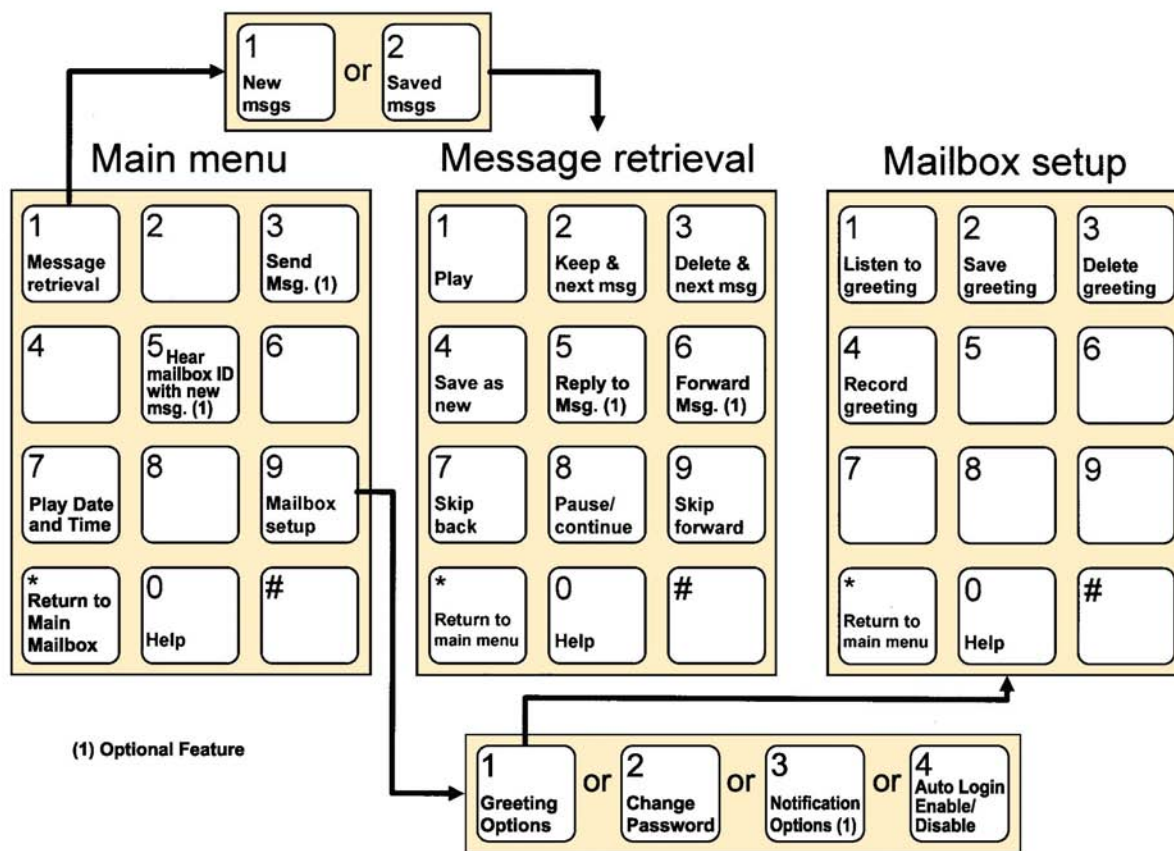
1. Access your voice mailbox.
2. Press 1 to listen to your messages. You will hear the announcement "You have x new messages and x saved messages."
3. Press 1 to listen to new messages.
4. Press 2 to listen to saved messages.

When Retrieving Messages, You Can

- Press 1 Play the message again
- Press 2 Save the message and play the next
- Press 3 Delete the message and play the next
- Press 4 Save the message as new
- Press 5 Reply to the message
- Press 6 Forward the message to another mailbox**
- Press 7 Skip backward in the message
- Press 8 To pause the message
- Press 9 To skip forward in the message

**Voice Mail package must be set to allow this capability.





Simple

Voice Mail

Convenient

User Guide

Reliable



667-5100 * 744-5100 * 839-5100
873-5100 * 574-5100

SEI Communications
14005 US 50
P.O. Box 7
Dillsboro, IN 47018
www.seicomcommunications.com

