

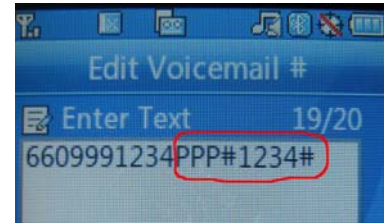
Voice Mail Instructions

Thank you for choosing Northwest Missouri Cellular for your wireless communication needs. Below you will find instructions to set up your voice mail along with shortcut menus and several Tips and Tricks to access your voicemail account.

To SET UP your new voice mail - Please note 3 options

OPTION 1 -- IF YOU CURRENTLY KEY IN YOUR PASSWORD: SKIP TO STEP 1.

OPTION 2 --IF YOU UTILIZE THE 1 KEY AND DO **NOT** CURRENTLY KEY IN A PASSWORD: You will need to modify your voicemail number first. On most phones go into **Messages then Settings** and look for the option to **Edit Voicemail Number**. It may look like the image to the right. Other



- possibilities:
- | | |
|------------------|-------------------------------|
| Messages | Messages |
| Message Options | Voice Messages |
| Options Setup | Voice Mailbox Number |
| Voice Mail Setup | Voice Mail Setup |
| Voice Mail # | Voice Mail No. (using Change) |

You will need to **REMOVE** the extra characters **AFTER** your phone number. Make sure your full 10 digit number is the **ONLY** thing that remains. If your phone shows an option for "Delay Before Pin" (many newer Motorola models) you will need to select that option and change it to "Wait for user's input." **Proceed to Step 1.**

OPTION 3 -- IF YOU UTILIZE ANY OTHER KEY AND DO NOT CURRENTLY KEY IN A PASSWORD: You will need to go into your contacts and search for Voicemail entry. You will need to **REMOVE** the extra characters **AFTER** your phone number. Make sure your full 10 digit number is the **ONLY** thing that remains. This will allow you to keep uses the same shortcut key to call into voicemail. **Proceed to Step 1.**

STEP 1

Dial your 10 digit cell phone number to call your voice mail or use the shortcut key.

Follow prompts to set up password, record name and record outgoing announcement. If you do not want to enter your password each time, from the Main Menu press 4 then 8

From another phone:

Dial your cellular number, when message starts press * followed by your 7 digit phone number.

Follow prompts to set up password, record name and record outgoing announcement. If you do not want to enter your password each time, from the Main Menu press 4 then 8

To listen to a voicemail:

From your cell phone:

Dial your number or use voice mail shortcut key.

From another phone:

Dial your cellular number, when message starts press * followed by your password.

Shortcut Menus

Main Menu:

- 1 Play your messages
- 3 Change your greeting
- 4 Access your Personal Options
 - 4 Modify Personal Preferences
 - 1 Modify login password
 - 2 Modify playback preferences
 - 1 Select order messages are played
 - 2 Select playback mode
 - 3 Play time stamp
 - 8 Enable/Disable password
- # End your call
- *3 Recover deleted messages

Shortcuts while listening to a voice mail:

- 1 Rewind
- 11 Replay message
- 2 Pause message
- 3 Fast forward
- 33 Skip to the end
- 7 Delete message

Shortcuts after listening to a voice mail:

- 1 Replay message
- 7 Delete
- 9 Save
- # Keep new message and go to next message
- ## Skip to save messages
- *3 Recover deleted messages
- 2 Pause at any time while listening to messages

5 More Options

- 5 Replay message with time stamp
- 3 Playback with or without number of caller

Tips and Tricks:

- * To return to previous menu
- ** To return to Main Menu

*If you Disable Password feature, you **MUST** edit the voicemail number on your phone and remove the extra characters.*

If you would like the greeting to be your cell phone number rather than your personal recorded greeting, simply press # when you hear the beep to start recording your announcement.