

At Swiftel Communications, we know how important a phone call can be. We also understand that there are countless activities, both at work and at home, that sometimes make answering the phone difficult, or even impossible.

Swiftel Voice Mail helps you live your life without missing a call — if you are away, on the phone, or just don't feel like answering.

- Experience crystal-clear clarity.
- Save or forward important messages.
- Receive notification on your pager or mobile phone of a new Voice Mail.
- Allow callers to press a button to ring another number if you don't answer.
- Listen to Voice Mail messages on your computer with On-line Messaging.*

* On-line Messaging available with Voice Mail for an additional charge.



On-Line Messaging* (Use Email to Access Your Voice Mail)

1. Check your email as you normally would.
2. When you receive a voice mail message, an email from 'voicemail@swiftel.net' will be delivered to your Inbox. The message will have an attachment.
3. Open the attachment and your media player will play the message.
4. If desired, you can save the attachment to your computer.
5. Follow the user-friendly links to save or delete the message from the Voice Mail system.

* On-line Messaging available with Voice Mail for additional charge.

Voice Mail User Guide



**OURtown
ourOWN**



415 Fourth Street
Brookings, SD 57006
Phone: 605-692-6211

www.swiftel.net



Using Swiftel Voice Mail

The Basics:

Access Your Voice Mail

From the phone subscribed to the service:

1. Dial **692-8500**, or ***98**
2. Enter your **7-digit Mailbox Number**, or press **#**.
3. Enter your **Password**, then **#**.

From a different phone:

1. Dial **692-8500**.
2. Enter your **10-digit Mailbox Number**.
3. Enter your **Password**, then **#**.

Record Your Greeting

1. Access your voice mailbox.
2. Press **9** for the mailbox set-up menu.
3. Press **1** for Greeting Options.
4. Press **2** to record your greeting. When finished, press **#**.
5. If you are satisfied with your greeting, hang up, or press ***** to return to the Main Menu.

Change Your Password

1. Access your voice mailbox.
2. Press **9** for the mailbox set-up menu.
3. Press **2** to change your password.
4. Enter your **new Password**, then press **#**.
5. When prompted, enter your **new Password** again, then press **#**.

Voice Mailbox Number 605-

Voice Mailbox Password*

*Note: The default password is '0000' (four zeros).

The Options:

Main Menu Options

- Press 1 Listen to your messages (*See Message Retrieval Options*)
- Press 3 Send message to a voice mailbox
- Press 7 Play date and time
- Press 9 Set up your voice mailbox (*See Mailbox Set-up Options*)
- Press 0 Repeat options

Message Retrieval Options

(Press 1 from Main Menu)

- 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 Pause the message
- Press 9 Skip forward in the message
- Press * **Return to Main Menu**
- Press 0 Repeat options



Mailbox Set-up Options

(Press 9 from Main Menu)

- Press 1 Greetings (*See Greeting Options*)
- Press 2 Change password
- Press 3 Notification options (Ring your pager or other phone when voicemail is received.)
- Press 4 Enable/disable Auto Login (Access system without Mailbox Number and Password. **Not recommended.**)
- Press 6 Set up/edit Distribution Lists
- Press 7 Set Out-dial Number (Allow callers to press '0' to be transferred to a different number.)

Press * **Return to Main Menu**

- Press 0 Repeat Options

Greeting Options

(Press 1 from Mailbox Set-up Menu)

- Press 1 Listen to greeting
- Press 2 Re-record greeting
- Press 3 Delete greeting
- Press 5 Pick a new greeting (1-9)
- Press * **Return to Main Menu**
- Press 0 Repeat options

Swiftel[™]
C O M M U N I C A T I O N S

415 Fourth Street
Brookings, SD 57006
605-692-6211

www.swiftel.net