

Eastern Slope VOICE MAIL SERVICE

- To access your voice mail service for the first time you will need to dial your **(area code)-prefix-6245** from the phone line associated with this service. You will be asked for your mailbox number, which is your ten (10) digit telephone number.
- The prompt will then ask for your password, which is the default of four zeros (0000) and will need to be changed. Passwords can be up to 16 digits. You may use the default greeting provided by the voice mail service or record your own greeting.
- To set up your own greeting and you are calling from your landline phone:
 - Dial (area code)-prefix-6245
 - Select option 9 and you will be prompted to set up greeting options
- To set up your own greeting from another phone line:
 - Dial (area code)-prefix-6245
 - Enter your ten-digit phone number (area code)-prefix – XXXX
 - Enter your password and #
 - Select option 9 and you will be prompted to set up greeting options
- Call Forward features have been activated and set to the default of four (4) rings before forwarding. The included instructions explain how to change these features to suit your needs.

