

# Voice Mail Instructions

**Electronic Engineering Co.**

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VOICE MAIL INSTRUCTIONS (Glenayre)

**Press the STAR "\*" key at any time for HELP**

## **SET-UP YOUR PERSONAL VOICE MAIL GREETING**

1. Know what message you want to record prior to beginning
2. Dial your pager number
3. Press "0" during the greeting
4. Enter your access code (last for digits of your pager's cap code)
5. Enter "11" to access the "Record Greeting" mode
6. Enter "30" to "Start Recording", you will hear a beep, start your greeting now
7. Enter "1" to "Stop Recording"
8. Enter "40" to "Playback Recording"
9. If you wish to re-record go back to instruction #6
10. Hang-up

## **ACCESS YOUR PERSONAL VOICE MAIL OR NUMERIC MESSAGES**

1. Dial your pager number
2. Press "0" during the greeting
3. Enter your access code (last for digits of your pager cap code)
4. Enter "2" to "Delete Last Message"
5. Enter "3" to "Play newest to oldest" message
6. Enter "4" to "Play oldest to newest" message
7. Enter "5" to "Replay Same Message"
8. Enter "6" to "Play All Messages"
9. Enter "7" to "Play Time & Date Stamp" for each message
10. Hang-up