

4. Main Menu: **Press 1** to retrieve messages, **Press 5** to hear which sub-mailboxes have new messages, or **Press 9** for Mailbox Set-up.

**Listening Options** (Refer to main listening options.)

## E-Control

### Go to website

**http://messagecenter.yadtel.net.** Once at this site, you will be prompted to log in. Your user ID and password will be your 10-digit telephone number that the voice mail resides on.

To change your password, go to **My Settings** and click the tab that is marked **General** and

### Main Menu

- Press 1** – Access Message Retrieval Menu
- Press 3** – Send Messages (1)
- Press 7** – Play Date and Time
- Press 9** – Mailbox Set-up
- Press 0** – Help

### Message Retrieval Menu

- Press 1** – Access your New Messages
- Press 2** – Hear your Saved Messages (1)

### Listening Options

- Press 1** – Play or Replay Message
  - Press 2** – Save Message and Go To Next
  - Press 3** – Delete Message and Go To Next
  - Press 4** – Save Message as New
  - Press 5** – Reply to a Message (1)
  - Press 6** – Forward Message (1)
  - Press 8** – Pause or Continue Message
  - Press \*** – Return to Main Menu
- (1) Optional Feature

enter in the new password. **Click the save** tab to update your changes. You should change your password for security purposes.

To listen to your messages on the website, just highlight the message you want to listen to; scroll to the bottom of the page and press **Play**.

To set up an e-mail address to be notified when you receive a voice mail, go to the **Voice Mail** tab, then **E-mail Notify**. Make sure you click the button that turns this on and click the **add** button. You will then be prompted to type in your e-mail address. Make sure you click OK and scroll to the bottom to save the changes.

### Other options are available at:

<http://messagecenter.yadtel.net>

**Voice Mail** is a reliable, 24-hour, automated call answering service available to anyone with a touch-tone phone. It answers for you when you're out, when you can't get to the phone and even if you're already on the line. The caller hears your personal greeting, then leaves a message which is stored in your mailbox. You can access your messages from any touch-tone phone. Use Auto-Login to go directly to your mailbox. Voice Mail is able to record numerous messages simultaneously. It also announces the calling party's number and can even e-mail messages to your computer.



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# Voice Mail User Guide

**New Message!**



## Accessing Your Mailbox

To access your mailbox from your designated home or business phone:

**1. Dial \*99.** This takes you to the **Message Retrieval Menu.**

**2. Press #.** When requested, enter your password, followed by the # key. (*Your password will be a default code of "0000" until you change it.*) New users refer to **Mailbox Set-up** first by pressing \*.

### To access away from your home or business phone:

1. Dial a Message Center Number:  
**336-468-9990, 336-998-9990,  
704-546-9990**
2. Enter your home or business number.  
Press \* while greeting is playing.
3. Enter your password followed by the # key.  
(*Your password will be a default code of "0000" until you change it.*)

## Main Menu

**Press 1** – Access Message Retrieval Menu

**Press 3** – Send messages (1)

**Press 5** – Hear Sub-Mailbox ID w/ new message (1) (*From Home*)

**Press 7** – Play date and time

**Press 9** – Access **Mailbox Set-up Menu**

**Press \*** – Return to Mailbox Set-up (*From Home*)

## Mailbox Set-up Menu

**Press 9** after accessing your Voice Mail service.

This will take you to the **Mailbox Set-up Menu**, with the following options:

**Press 1** – Greeting options (*you can skip this step if you choose to use the default greeting*)

**Press 2** – Change password

**Press 3** – Edit Notification Options (1)

**Press 4** – Change Auto-Login Options (*Auto-Login takes you directly to mailbox without logging in. Follow voice prompts to set up.*)

**Press 5** – Change language setting

**Press \*** – Return to Main Menu

**Press 0** – Repeat Instructions

### To change or record your greeting:

While in the **Greeting Options Menu**

**Press \*** – End recording function

**Press 1** – Play greeting

**Press 2** – Re-record greeting. Greeting must be saved to be activated

**Press 3** – Delete greeting

**Press \*** – Return to mailbox set-up

**Press 5** – Pick a new greeting

### To change your password:

**Press 2** - Access "Change Password" from **Mailbox Set-up Menu**

- Enter new password, followed by the # key. The password is any series of up to 16 digits you choose. You will be unable to access your mailbox without this password, so be sure to choose one that you can remember.
- To verify, enter your password followed

by the # key.

Press \* – Return to Mailbox Set-up

## Retrieving Your Messages From the Main Menu:

**Press 1** – Access the **Message Retrieval Menu**

### Message Retrieval Menu:

**Press** – Access your new messages

**Press 2** – Hear your saved messages

**Press \*** – Return to Main Menu

### Listening Options

**Press 1** – Play or replay message

**Press 2** – Save message & go to next

**Press 3** – Delete message & go to next

**Press 4** – Save message as new

**Press 5** – Reply to a message (1)

**Press 6** – Forward message (1)

**Press 7** – Skip back three seconds

**Press 8** – Pause or continue message

**Press 9** – Skip forward three seconds

**Press \*** – Return to Main Menu

## Sub-Mailbox Set-up Creating a Sub-Mailbox

**1.** Access your Voice Mail - (\*99)

**2.** Enter your mailbox ID (*ex: mailbox #1 or #2*)

**3.** Enter your password followed by the # key

## To Set Up Your Group Greeting

(*important to set up*)

**4.** Press \* key to administer the Group Greeting

**5.** Enter your password followed by the # key. This will take you to the Group Greeting Menu with the following options:

*Optional Feature (1)*

**Press 1** - Play current group greeting

**Press 2** - Keep this group greeting (must use to save this group greeting)

**Press 3** - Delete this group greeting

**Press 4** - Record a new group greeting (*followed by # key*)

## Accessing Your Sub-Mailbox

**1.** Access your Voice Mail

**2.** If you are the Group Administrator and wish to record a group greeting, Press \* to access the Group Greeting Menu. A voice prompt will guide you through those steps. Otherwise, enter your sub-mailbox number.

**3.** If requested, enter your password, followed by the # key. (*Your password will be a default code of "0000" until you change it.*)

*Continued →*



## Voice Mail Travel User Guide



**Customer Service: 336-463-5022**

### To access your mailbox away from home or business:

1. Dial a Message Center number:  
336-468-9990, 336-998-9990, 704-546-9990
2. Enter your home or business number.  
Press \* while the greeting is playing.
3. Enter your password, followed by the # key.

Call **336-463-5022** or visit us  
online at **yadtel.com**