

Your Voice Mailbox Number:

Your Voice Mailbox Passcode:

FREE ACTIVATION



on the
Calling Feature
of your choice!

Refer-A-Friend

Refer-A-Friend
and receive a

**\$25
credit**

for each
NU-Telecom service.

No limit!

Services eligible vary by location.



Voice Mail to Email

**FREE
Activation
&
3 Months FREE**



Hutchinson
235 Franklin St SW
Hutchinson, MN 55350
320-587-2323

Litchfield
421 S CSAH 34
Litchfield, MN 55355
320-593-2323


NU-Telecom
The Best Solutions for Video, Internet & Telecommunications

www.nutelecom.net

Residential
**Voice Mail
User Guide**



Hutchinson - Litchfield


NU-Telecom
The Best Solutions for Video, Internet & Telecommunications

www.nutelecom.net

Voice Mail User Guide

Hutchinson - Litchfield

Getting Started

1. For Hutchinson dial 234-6245.
For Litchfield dial 593-6245.

The first time you log in the default passcode is 0000#.

After you have logged in the first time you may change your passcode by pressing 9 for Mailbox Setup Menu.

Record Your Greeting

Your default passcode is 0000#.

1. Access your voice mailbox.
2. Press 1 for the mailbox greeting options.
3. Press 1 to play your greeting.
4. Press 2 to record or re-record your greeting.
5. Press 3 to delete this greeting.

Change Your Passcode

Your default passcode is 0000#.

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 2 to change your passcode.

Mailbox Setup Menu

1. Access your voice mailbox.
2. Press 9 for the Setup Menu.
3. Press 1 for Greeting Options.
4. Press 2 to Change Passcode.
5. Press 3 to edit Notification Options.
6. Press 4 to change your Auto Login Option.
7. Press 6 to edit your Distribution List.
8. Press 7 to edit your Out-Dial Number.
9. Press * to return to the Main Menu.

Accessing Your Sub Mailbox

1. Access your voice mailbox.
2. Enter your seven-digit mailbox number.
Press * while the greeting is playing to access your voice mailbox.
3. If requested, enter your passcode.

Auto Login

Auto Login is a feature of the voice mail system that allows you to choose whether or not you want to enter a passcode each time you dial into the voice mail system from the phone number that has the voice mailbox built on it.

Auto Login can be enabled giving you quick access or disabled requiring a passcode. A residential voice mailbox is defaulted to enabled and a business voice mailbox is defaulted as disabled. To access Auto Login to change the default setting, simply dial into the voice mail system, enter your passcode and press * (main menu), press 9 (setup menu), press 4 (to change Auto Login options).

Accessing Your Voice Mail

1. For Hutchinson dial 234-6245.
For Litchfield dial 593-6245.

If using Auto Login, and calling from the phone your voice mailbox is assigned to, no entry is required. If NOT using Auto Login, and calling from the phone your voice mailbox is assigned to, you will be prompted for your passcode.

If calling from a remote location, enter your seven-digit telephone number followed by your passcode.

Retrieve Messages

1. Access your voice mailbox.
2. Press 1 to listen to new messages.
3. Press * to return to the Main Menu.

When retrieving messages, you can:

Press 1	Play or Replay 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	Return call
Press 6	Forward the message to another mailbox
Press 7	Skip backward three seconds
Press 8	Pause or Continue the message
Press 9	Skip forward three seconds
Press *	Return to the main menu

[#]Undelete Message: Don't hang up. Follow the voice prompts to listen to the messages. Once you have played the message you deleted press 4 to save the message as new.

Important Reminders

A new or saved message will archive for 30 days. The system will automatically purge and delete messages older than 30 days.