



Voice Mail Instructions

Setting Up Your Mailbox:

1. Dial 854-9980 from your home number to enter voice mail system.
2. Enter in default password (1234)
3. You will now receive the automated tutorial. The tutorial will prompt you with step-by-step instructions to set up your permanent account.

Accessing Your Mailbox from your home number:

1. Dial 854-9980 to enter voice mail system
2. Enter password
3. Listen to automated tutorial.

Accessing Your Mailbox from an alternate number:

1. Dial 854-9980 to enter voice mail system
2. When prompted to enter extension, interrupt the message by pressing the * (star key)
3. Enter your telephone number
4. Enter your password.
5. Listen to automated tutorial.

* In order for voice mail to work, you must activate Call Forward No Answer and/or Call forward Busy. Instructions are found in the back of the Springville directory. Forward the calls to 854-9980.

* When a new message is received, a stutter dial-tone will notify you of the message.