



XIT Communications' "NEW" VOICE MAIL Instructions for Landline Service

TUTORIAL:

XIT Communications' Voice Mail provides a convenient tutorial to assist you in the initial setup of your landline voice mail service. The tutorial will instruct the subscriber in the step-by-step process for setting up their name response, greeting and security code. The **initial default security code is 9999 #** and will need to be changed during the initial set-up tutorial. Have a new 4-digit number in mind to use as your new personal security code before starting the initial voice mail setup. **Note: Your mail box number is your 7-digit phone number.**

HOW TO LOG-IN FOR INITIAL VOICE MAIL SETUP ON XIT's NEW SYSTEM:

1. Using a touch tone phone, **dial the phone number** that has voice mail.
2. When the mailbox answers, **enter 9999, followed by the # sign.**
3. The tutorial will start and explain how to set up your security code and greeting. **The system will prompt you through each scenario. It will also give you the option to re-record names and messages or accept them as they are.**

RETRIEVE YOUR MESSAGES:

1. Dial the phone number that has voice mail.
2. Wait for your recording.
3. Input your Security Code: XXXX followed by the # sign.
4. When you have messages, you will hear the following:
"You have __ new messages"
 - Press "1" to play your messages
 - Press "2" to personalize your greeting (to change your greeting)
 - Press "8" for personal options

Once you've pressed "1" to play your messages, after each message is heard, you get the following options:

- Press "1" to keep this message as new and play the next
 - Press "2" to save this message and play the next
 - Press "5" to delete this message and play the next
- When you are finished listening to your messages, you may go back to the main menu; or you may select the option to retrieve deleted messages, **during this call only**, by Pressing "5"; or you may hang up the phone to disconnect the call.

RETRIEVE YOUR MESSAGES FROM ANOTHER XIT PHONE NUMBER:

You can retrieve your voice mail from any XIT landline phone number by following these easy steps:

1. Press # 11
2. You will hear the following: *"Please enter the mail box number you wish to reach"*.
3. Enter the 7-digit landline phone number that has the voice mail service you are retrieving.
4. Enter your security code, followed by the # sign when your personal greeting comes on.
5. Repeat message options listed above.