

Voice Mail Access

- 1 To access your mailbox, dial your voice mailbox number: _____
- 2 Press the * key when the voice mail greeting starts to play.
- 3 Enter your pass code: _____

Voice Mail Tips

To skip a user's greeting and leave a message:

1. Press the # key during the greeting.
2. Record the message after the tone.
3. Press the # key for delivery options, or simply hang up.
4. Press the 9(X) key to exit the system.

When answering a message from another mailbox:

1. Press the 2 (A) key to Answer the message.
2. Leave a message after the addressee's greeting.
3. Press the # key after answering.
4. Press the 9 (X) key to exit the system.

Mailbox Specifications:

Maximum storage capacity	35 messages
Maximum storage duration	30 days
Maximum message length	4 minutes
Maximum greeting length	2 minutes

If you have questions, please contact ImOn Customer Care at 319.298.6484.

Voice Mail Options

Additional Options:

In the Main menu and in the Play menu:

- Press the * key followed by the 4 (D) key to recover Deleted messages.

NOTE: This option is valid only before hanging up the phone.

In the Play menu:

- Press the 8 and 0 keys to play previous messages
- Press the 5(K) key twice to Keep a message as new
- Press the I key to pause a message
- Press the # key to fast-forward during a message
- Press the * key to rewind during a message



ImOn Communications

625 First Street SE, Suite 520
Cedar Rapids, IA 52401
319.298.6484



Voice Mail

Voice Mail Setup

Getting started

The first time you use voice mail from ImOn, a tutorial will help you record your name and personal greeting, and set your pass code. You must complete the tutorial before you can use your mailbox.

Passcode setup

1. Dial your voice mailbox number.
2. When you hear the greeting, press the * key, then your pass code. Your temporary pass code is 9999.
3. Press the 8 (U) key to enter the user options menu.
4. Press the 7 (P) key to enter your new pass code.
5. Enter your new pass code followed by the # key.

NOTE: Your pass code must be 4 to 7 digits long. Be sure to write it down and keep it in a safe place. You will use it to access your mailbox.

Recording your greeting

You can record a greeting to inform callers that they have reached your mailbox. You can change the greeting any time to give callers updated information, such as your schedule for the day.

1. Enter your pass code.
2. Press the 8 (U) key to enter the user options menu.
3. Press the 4 (G) key to enter the greetings menu.
4. Press the 7 (R) key to begin recording your name.
5. When you are finished, press the # key.

Recording your mailbox name

You can record your name to identify your mailbox during various operations, such as sending and receiving forwarded messages.

1. Enter your pass code
2. Press the 8(U) key to enter the user options menu.
3. Press the 4(G) key to enter the greetings menu
4. Press the 6(N) key to enter the name menu.
5. Press the 7(R) key to begin recording your name.
6. Say your name and immediately press the # key to stop recording.

Some services not available in all areas.

