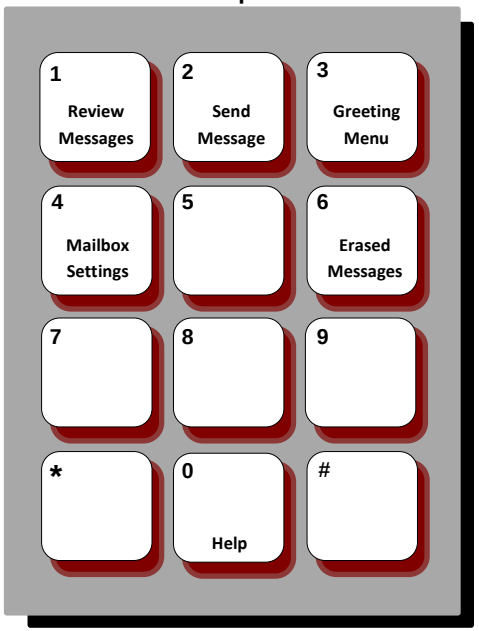
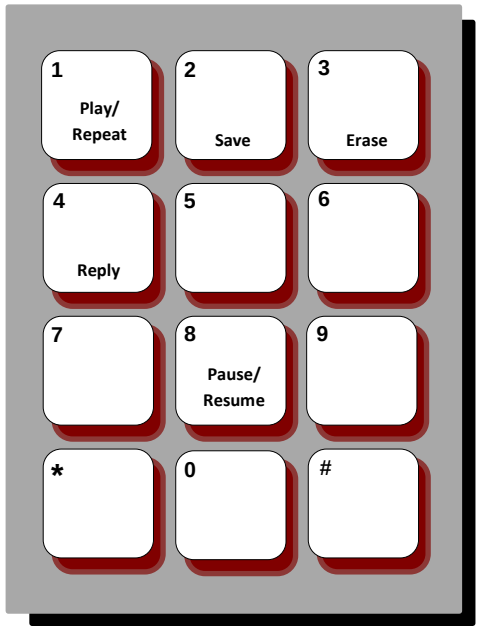
Main Menu

Step 1

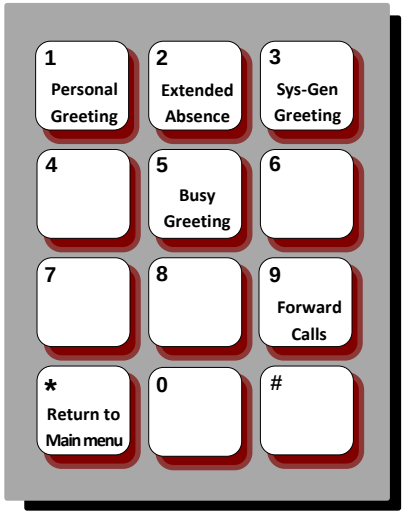


Message Retrieval

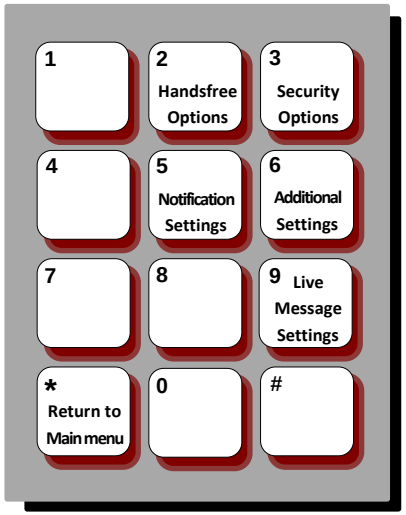
Step 2



Greeting Menu



Setup Menu



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www.puc.net

Simple

Voice Mail

Convenient

Reliable

User Guide

Accessing Your Mailbox

1. **From home dial *98.** When asked for your mailbox number, **press the # key** if auto login is turned off.

   Away from home dial 705.272.9888 When asked for your mailbox number, **enter your 10 digit telephone number.**

2. If requested, **Enter your password, followed by the # key**.

3. At the Main Menu:
   Press 1 To review messages
   Press 2 To send message
   Press 3 For Greetings menu
   Press 4 For Mailbox settings
   Press 6 For Erased Messages

For assistance, contact us at…
705.272.4232

To Retrieve Messages

Three Options in Message Retrieval Menu:

a) **Press 1:** New Messages
b) **Press 2:** Saved Messages
c) **Press *:** Return to Main Menu

To Listen to Messages:

1. **Press 1:** To play or re-play
2. **Press 2:** To save and go to next
3. **Press 3:** To erase and go to next
4. **Press 4:** To reply
5. **Press 5:** To pause / resume

To Undelete Message:

Don't hang up. From the main menu, press 6.

6. **Press 1:** To play deleted message
7. **Press 2:** To restore deleted message
8. **Press 3:** To permanently erase
9. **Press 4:** To reply to message
10. **Press #:** To skip to the next message
11. **Press *:** To return to main menu

To Set Up Mailbox

Options in Greetings Menu:

a) **Press 1:** Personal Greeting
b) **Press 2:** For extended absences
c) **Press 3:** For a system generated greeting
d) **Press 5:** Busy greeting
e) **Press 9:** To forward all calls to voicemail greeting
f) **Press *:** To return to main menu

Change or Record Your Greeting

1. **Press 1**: Play greeting
2. **Press 2:** Re-record your greeting
3. **Press 3:** Delete greeting
4. **Press 5:** Pick a new greeting #(2-9)
5. **Press *:** Return to main menu

To Change Your Password (From Main Menu):

1. **Press 4:** For Mailbox Settings
2. **Press 3:** For Security Settings
3. **Follow prompts.** A password is any series of numbers up to 16 digits. You will be unable to access your mailbox without this password, so be sure to choose one you will remember.
4. To verify, **Enter your password followed by the # key.**

To Disconnect: Simply Hang Up