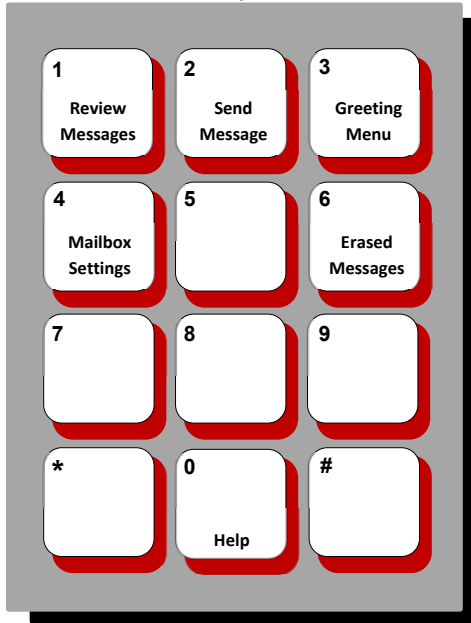


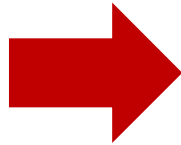
Main Menu

Step 1

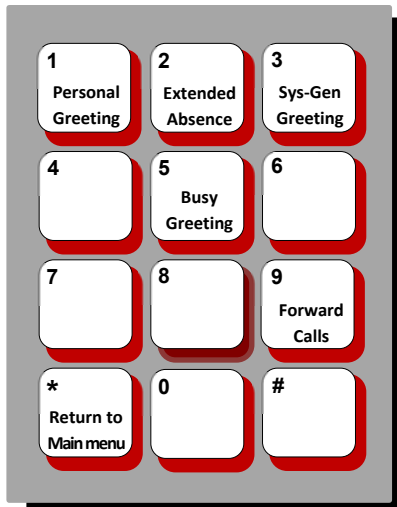


Message Retrieval

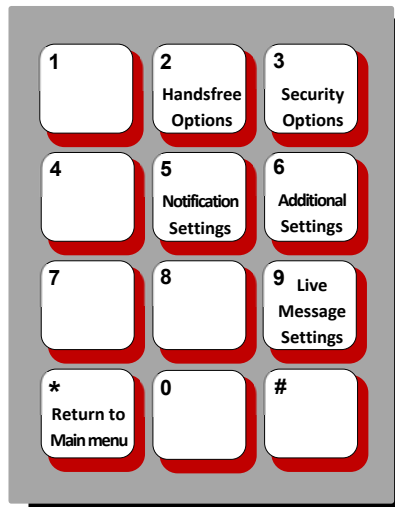
Step 2



Greeting Menu



Setup Menu



Simple

Convenient

Reliable

User Guide



CochraneTel
YOU'RE AT HOME

Cochrane Telecom Services Inc.
153 Sixth Avenue
Cochrane, ON P0L 1C0
Tel: 705.272.4232
www.cochranetel.ca

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

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.

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

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