

MCN Digital Phone Service

Voicemail Instructions

Access voicemail by dialing *97 or dial your number then press * while your greeting is playing

Main Menu



<h4>1. Hear Your Messages</h4> <ol style="list-style-type: none">1 Start reverse playback2 Stop/resume playback3 Start fast-forward playback4 Hear the message again5 Play message with envelop information (date, caller-ID).6 Move or copy <small>To move message, press 1. To copy message, press 2. To record a comment, press 3.</small>7 Delete8 Call back <small>To confirm the callback, press 1. To cancel the callback, press *.</small>9 Skip0 Help	<h4>2. Change Your PIN</h4> <p>Enter your new access code.</p> <ol style="list-style-type: none">1 Use the access code.* Return to the main menu without using the new access code.	<h4>4. Record a Greeting</h4> <p>Record your greeting* and press the # sign. Then choose from the following options:</p> <ol style="list-style-type: none">1 Listen to recording2 Use recording3 Record again4 Delete recording <p>*You can record up to five greetings. Star code: *98</p>	<h4>9. Select a Mailbox Greeting</h4> <p>Choose a greeting from the list provided by PBX. You can have up to five choices:</p> <ol style="list-style-type: none">1 Greeting 12 Greeting 2⋮9 Greeting 5
	<h4>3. Record Your Name</h4> <p>Record your name and press the # sign. Then choose from the following options:</p> <ol style="list-style-type: none">1 Listen to recording2 Use recording3 Record again4 Delete recording	<h4>5. Record a Message</h4> <p>Record your message and press the # sign. Then choose from the following options:</p> <ol style="list-style-type: none">1 Move message2 Copy message	

Leaving a Message

<h4>Leave a Message After the Recording</h4> <ol style="list-style-type: none">1. Leave message.2. Press the # key.	<h4>Skip Recording and Leave a Message</h4> <ol style="list-style-type: none">1. Press the # key.2. Leave message.3. Press the # key.	<h4>Speak to the Operator</h4> <ol style="list-style-type: none">1. Press 0.	<h4>Log into the Mailbox</h4> <ol style="list-style-type: none">1. Press the * key.2. Enter PIN. <p>This brings you to the main menu of the voicemail system.</p>
<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> <ol style="list-style-type: none">1 Delete message.2 Record the message again.3 Mark the message as urgent.4 Mark the message as private.0 Send the message and go to operator.9 Send the message and hang up.			