



Enhanced

Simple

Voice Mail

Convenient

User Guide



Voice Mail Access Numbers
 744 exchange dial 812-744-7000
 667 exchange dial 812-667-7000
 873, 839, 574, 265, and 273
 exchanges dial 812-873-7000

SEI Communications
 14005 US 50
 P.O. Box 7
 Dillsboro, IN 47018
www.seicomcommunications.com
 1-888-200-8077

Reliable



Using SEI Voice Mail

Access Your Voice Mail

From the telephone subscribed to the service:

1. Dial *99
2. When prompted, enter your password followed by the # key.
3. If you have Auto Login enabled, the system will not ask you for your password.

From a different telephone number:

1. Dial your Voice Mail Access Number.
(See back side for local Voice Mail Access Numbers).
2. Enter your 10-digit mailbox number.
3. Enter your password followed by the # key.

Record Your Greeting

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 1 for greeting options.
4. Press 2 to record your greeting.
5. Record your greeting and then press #.

Change Your Password

1. Access your voice mailbox.
2. Press 9 for the mailbox setup menu.
3. Press 2 to change your password.
4. Enter your new password, then press #.
5. When prompted to verify the password, enter it again and then press #.

Retrieve Messages

1. Access your voice mailbox.
2. Press 1 to listen to your messages. You will hear the announcement "*You have X new messages and X saved messages.*"
3. Press 1 to listen to new messages.
4. Press 2 to listen to saved messages.

When Retrieving Messages, You Can

- Press 1 Play the message again
- Press 2 Save the message and play the next
- Press 3 Delete the message and play the next
- Press 4 Save the message as new
- Press 5 Reply to the message
- Press 6 Forward the message to another mailbox**
- Press 7 Skip backward in the message
- Press 8 To pause the message
- Press 9 To skip forward in the message

**Voice Mail package must be set to allow this capability.

*Your Voice Mailbox number is your 10-digit telephone number.

Your Voice Mailbox Number* is: _____
Your PIN: _____

eVoiceMail Using Voice Mail to E-Mail

Note: Only available in 667, 744, 839 and 873 exchanges.

1. Check your Email as you normally would.
2. When you get a voice mail message, you will receive an email from your telephone delivered right to your inbox. The message will have an attachment.
3. Open the attachment and your media player will play the message.
4. If desired, save the attachment on your PC.
5. Follow the links in the message to save or delete the message from the Voice Mail system.
6. These messages can also be checked via phone unless you select delete in the email.

