Voice Mail

WK&T
Your Trusted Connection

Users Guide

Mailbox ID Number: _____
(your 10 digit phone number)

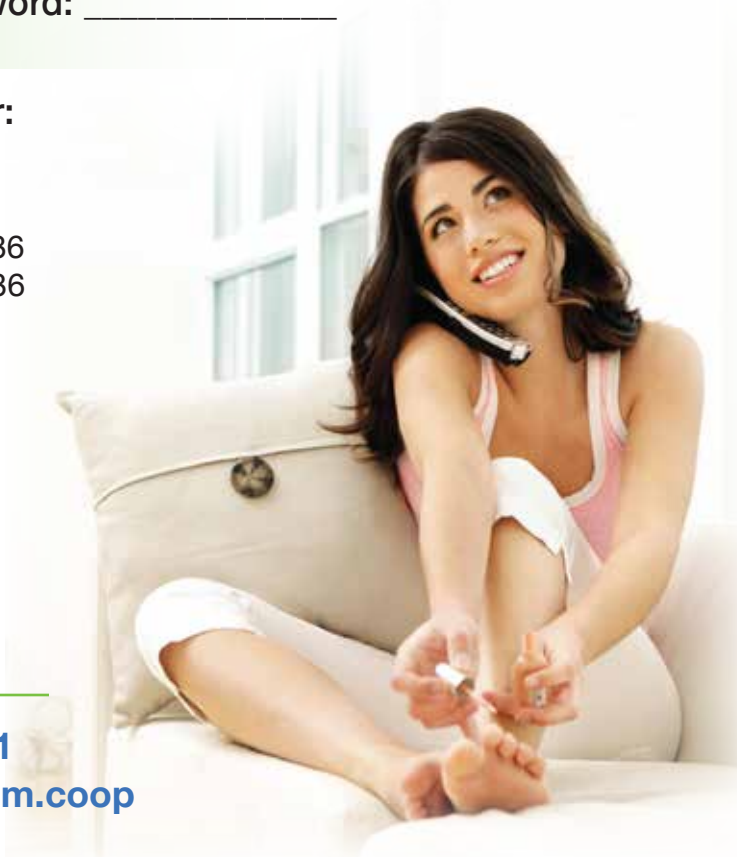**Your New Password:** _____

Access Number:

*98
Or
TN - 731-XXX-9586
KY - 270-XXX-9586

1-888-897-8521
www.wktelecom.coop

Voice Mail Options

Press 1 to get
NEW MESSAGES:

1 = Repeat message
2 = Save message
3 = Delete message
4 = Reply to message
5 = Copy message
# = Leave as new message and go to next message
$\star$ = Back to main menu

Press 2 to
SEND a MESSAGE:

– Enter 10 digit number or group list then press # #
– Record message and press #
– To send message press #

Press 3 to work with
**GREETINGS
MENU:**

1 = Personal Greeting
2 = Extended Absence Greeting
3 = System generated greeting or change
       recording of name
5 = Greeting they will hear while you're on the phone
6 = Out of hours greeting
$\star$ = Exit Menu

Press 4 to change
**MAILBOX
SETTINGS:**

1 = Work w/group list
2 = Hands free and time saver options
3 = Security options
5 = Notification options
6 = Additional settings
$\star$ = Exit Menu

Press 6 to hear
**DELETED
MESSAGES:**

1 = Repeat
2 = Restore
3 = Permanently delete
4 = Reply
5 = Send a copy

**Leave Mailbox & Logon
as another Subscriber:**

- Enter 10 digit phone number followed by #
- Enter pin code followed by #

Helpful Hints:

- Dial 0

To EXIT Mailbox:

- Dial $\star$

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*All users will need to dial into their voice mail to
initialize their new mailbox. Messages will not be
able to be retrieved until mail box is initialized.*