

## PACKAGE 3

### Enhanced Voicemail \$9.95/Month

- 2 minute maximum length messages
- 40 messages maximum in storage
- 60 second maximum length greeting
- 40 day retention
- Busy/no answer transfer to Voicemail
- Day & time stamps
- Help prompts
- Message deposit & retrieval
- Distribution lists maximum - 5
- Security codes
- Multiple user mailbox - 6
- Message forwarding
- Message creation & delivery
- Message time dependent greetings
- Outdial from mailbox
- Voicemail to email notification

## PACKAGE 4

### Corporate Voicemail \$12.95/Month

- 3 minute maximum length messages
- 50 messages maximum in storage
- 60 second maximum length greeting
- 50 day retention
- Busy/no answer transfer to Voicemail
- Day & time stamps
- Help prompts
- Message deposit & retrieval
- New message notification
- Security codes
- Message waiting notification pager
- Message forwarding
- Message creation & delivery
- Message time dependent greetings
- Message reply & redirect
- Special delivery options
- Broadcast lists
- Multiple user mailbox - 9
- Outdial from mailbox
- Distribution lists maximum - 5



If it connects your home or business, *we have it!*



213 S. Main St. Waterloo, IL 62298  
(618) 939-6112 www.htc.net

**Communication is important to you.** You take special care to be sure people can reach you as needed. Why risk missing calls? Voicemail from Harrisonville Telephone Company makes certain that you always get your most important messages. After all - it's your call.

Our Voicemail guarantees that you won't miss a call - if you are away from home, on the phone, or just don't feel like answering right now.

- ✓ Experience Crystal Clear Clarity
- ✓ Save Important Messages
- ✓ Access Messages From Your PC

It's Your Call...  
Take it.

Say **HTC**

**120**  
years  
DELIVERING THE FUTURE TODAY.



# Voicemail User Guide

## SETUP YOUR VOICEMAIL

### FROM THE PHONE SUBSCRIBED TO THE SERVICE

1. Dial \*88.
2. If prompted, enter your password and then #.
3. Your default password is: 9999. We recommend setting a secure password.

### FROM A DIFFERENT PHONE

1. Dial 939-0888.
2. Enter your 10-digit mailbox number and then #.
3. Enter your password and then #.

### RECORD YOUR GREETING

1. Access your mailbox.
2. Press the \* key to access the Main Menu.
3. Press 9 for the mailbox setup menu.
4. Press 1 for greeting options.
5. Press 2 to record your greeting.
6. Record your greeting and then press #.

### CHANGE YOUR PASSWORD

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

## RETRIEVE MESSAGES

1. Access your mailbox.
2. 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

1. Press 1: Play the message again.
2. Press 2: Save the message and play the next.
3. Press 3: Delete the message and play the next.
4. Press 4: Save the message as new.
5. Press 5: Reply to the message.\*
6. Press 6: Forward the message to another mailbox.\*
7. Press 7: Skip backward in the message.
8. Press 8: Pause the message.
9. Press 9: Skip forward in the message.

\*Voicemail package must be set to allow this capability.

## USING VOICEMAIL TO EMAIL \*

1. Check your email as you normally would.
2. When you get a voicemail message, you will receive an email from HTC 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 Voicemail system.

\* The voicemail to email feature is only active once you activate it from the web portal. See instructions below to access your HTC web portal.

## WEB PORTAL ACCESS

Manage your Voicemail box and retrieve messages from the Web Portal.

1. Access the Web Portal at <http://notify.htc.net>.
2. Your username is your 10 digit phone number; i.e.: 618939nnnn
3. Your default password is: 0000. We recommend setting a secure password.
4. Open the "My Settings" tab and then the "General" tab to change your password.
5. Use the "Voicemail" tab to manage your Voicemail account.
6. To listen to your Voicemail messages, open the "My Calls" tab.

## PACKAGE 1

### Standard Voicemail \$4.95/Month

- 1 minute maximum length messages
- 20 messages maximum in storage
- 60 second maximum length greeting
- 30 day retention
- Busy/no answer transfer to Voicemail
- Day & time stamps
- Help prompts
- Message deposit & retrieval
- Security codes
- Multiple user mailbox - 2

## PACKAGE 2

### Standard Voicemail (with pager-notification) \$6.95/Month

- 2 minute maximum length messages
- 30 messages maximum in storage
- 60 second maximum length greeting
- 30 day retention
- Busy/no answer transfer to Voicemail
- Day & time stamps
- Help prompts
- Message deposit & retrieval
- Security codes
- Message waiting notification pager
- Message forwarding
- Message creation & delivery
- Message time dependent greetings
- Multiple user mailbox - 2
- Outdial from mailbox