



SETTING UP YOUR MULTI-BOX VOICE MAIL SERVICE

The following instructions will guide you through setting up your Multi-box Voice Mail Service. Should you have questions or need assistance, don't hesitate to contact our Customer Service Department at 800-496-3391.

Voice Mail Access Number ***99** or
(see back side)

Your Voice Mailbox Number: 802
(10-digit telephone number)

You have Sub-Mailboxes.

Your Temporary Password: 0000

Visit our website at www.wcvb.com/voicemail/tutorials for online video tutorials to guide you through setting up your Voice Mail features.

GETTING STARTED

Record Your Group Greeting

Your Group Greeting directs callers to press the appropriate key to reach an individual Sub-Mailbox owner. **Important: A caller cannot leave a message in a sub-mailbox until Group Greeting is recorded. The person setting up the Group Greeting will be designated as the Voice Mailbox Administrator. The password that is set up in the steps below will be associated with Sub-Mailbox 1.**

- Dial *99. (If calling remotely, dial Voice Mail Access Number, see back side. When prompted enter your 10-digit telephone number).
- Press 5 – Record Your Group Greeting.
- When prompted, enter your temporary password (0000) followed by the # key.
- Follow prompts to change your password.
- Press 4 – Record Your Group Greeting.
- Follow prompts to Play, Keep, Delete or Re-Record Your Group Greeting.
- When satisfied with Group Greeting, Press 2 – Keep This Group Greeting.
- You may now hang up and users can set up their individual sub-mailboxes.

Continued ►



Sub-Mailbox Set Up

These steps must be repeated for each sub-mailbox you subscribe to.

- Dial *99. (If calling remotely, dial Voice Mail Access Number — see below. When prompted enter your 10-digit telephone number).
- Enter Mailbox ID (The Mailbox I.D. is simply 1 for the first sub-mailbox, 2 for the second, etc.).
- When prompted, enter your temporary password (0000) followed by the # key.

This password for Sub-Mailbox 1 (System Mailbox Administrator) has already been assigned during steps for recording Group Greeting (see other side).

- Press 9 – Set up Voice Mailbox.
- Press 1 – Greeting Options.
- Press 2 – Record Your Greeting.
- When finished, press the # key.
- Follow prompts to Play, Re-Record or Delete Your Greeting.
- When satisfied with Greeting, hang up.

Local Voice Mail Access Numbers

Addison	759-8000
Bridport	758-8000
Bristol	453-8000
Charlotte	425-8000
Hinesburg	482-8000
Panton	475-8000
Richmond	434-8000
Waitsfield	583-8000
Weybridge	545-8000

Dial *99 to access Voice Mail from home.

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