Voicemail User Guide

Listening to Your Messages

1. Dial your access number and put in your password
2. PRESS 1 to listen to new messages

Setting Up Your Mailbox

When you sign in for the first time, you must set up your mailbox. First time sign-in involves three steps:

1. Changing your password
2. Recording your greeting.
3. Recording your recorded name.

To Set Up Your Mailbox:

- Dial your access number dial *15 from your home phone.

- Enter your passcode of 0000
- Enter your NEW PIN code that you would like it to be and press #. Must be between 4 and 8 characters
- Reenter your PIN and press #
- Verify the recorded name, press # again to approve.
- Select your greeting or record a NEW greeting.

Main Menu Options

- PRESS 1 to listen to your new messages
- PRESS 2 to send a message
- PRESS 3 to change your greeting
- PRESS 4 to change settings
- PRESS 6 to retrieve deleted messages
- PRESS 7 to login as another user
- PRESS 0 for help
- PRESS * to exit

After you have listened to your messages

- PRESS 1 to replay a message
- PRESS 2 to save a message
- PRESS 3 to delete a message
- PRESS 4 to return a call
- PRESS 5 to send a copy of the message
- PRESS # to leave the message as new
- PRESS * to return to previous menu

Setting your Mailbox up so you do not have to input a PIN when dialing from your home phone

At the Main Menu

- PRESS 4 to change your settings
- PRESS 3 Security Option
- PRESS 3 Skip PIN Feature
- PRESS 1 to Accept

Internet Access to your voicemail account

To gain access to your voicemail through the Internet go to

www.portal.wigginstel.com

1. Enter 10 digit phone number (ex. 9704837348)

2. Enter PIN # for the password

WTA
Wiggins Telephone Association

414 MAIN STREET
WIGGINS, CO 80654

970-483-7300
970-483-7713 FAX

WWW.WIGGINSTEL.COM

Voicemail User Guide

WTA
Wiggins Telephone Association