



Instructions

For Topsham Telephone's customer using our voicemail

Main Menu Options

- 1 – New messages
- 2 – Change Folders
- 3 – Advanced Options (not available)
- 0 – Voice Mailbox Options
- * – Repeat the Menu Options
- # – Exit from the Voice Mail System

Change Folder Options

- 0 – New messages
- 1 – Old messages
- 2 – Work
- 3 – Family
- 4 – Friends
- # – Return to Main Menu

Voice Mail Box Options

- 1 – Record your unavailable message
- 2 – Record your busy message
- 3 – Record your name
- 4 – Record your temporary greeting
- 5 – Change your password

VOICEMAIL ACCESS DN:

802-439-8624

Create a Voice Message Options

TaquaMail asks you to record the message after the tone.

When you are finished, dial # or hang up.

Either action disconnects your call and stores the message in the "New" messages folder.

Record a Message/Greeting

TaquaMail asks you to record the message after the tone.

After the tone say your message, and then press the # key.

TaquaMail gives you these options:

- 1 – Accept this recording
- 2 – Listen to the recording
- 3 – To re-record your message

Change your Password

TaquaMail asks you to enter your new password followed by #.

Enter your new password, and #.

TaquaMail asks you to re-enter your new password followed by #.

Enter your new password and # again.

TaquaMail confirms that your password has been changed, and returns you to the Voice Mail Box options.

Voice Mail Retrieval

* From your subscribed phone

Pick up the handset.

Dial *83.

* From any other location

Pick up the handset.

Dial your Voicemail Access DN.

Listen for the prompt for your phone number.

Enter your 10-digit phone number.

Listen for the prompt for your password.

Please Note: *if this is the first time you have accessed your voice mail, the default password is your 10 digit phone number*

You will be prompted to change your password.

Voice Mail Message Controls

1 – Interrupt message introduction

* – Rewind the message by 3 seconds

– Forward the message by 3 seconds

After message has played:

5 – Repeat the current message

6 – Play the next message

7 – Delete this message

8 – Forward this message

9 – Save this message