



Local Voicemail Access Numbers

Aurelia	434.6245
Glencoe	854.6245
Goodhue	923.6245
Hutchinson	234.6245
Litchfield	593.6245
New Ulm	233.6245
Prior Lake	952.652.6245
Redwood Falls	627.6245
Sanborn	648.6245
Sleepy Eye	794.6245
Springfield	723.6245



Voicemail User Guide

Getting Started

1. Dial your local voicemail access number.
2. Enter your 10-digit phone number.
3. Enter your passcode and press #.

-or-

1. Dial your phone number.
2. When the greeting begins, press the * key.
3. Enter your voicemail passcode and press #.
If you have not set up your own passcode, enter 0000. You will then be asked to enter a new passcode of your choice.



Record Your Greeting

1. Access your voice mailbox.
2. Press 9 for the mailbox Setup Menu.
3. Press 1 for Greeting Options.
4. Press 2 to Record your Greeting.
5. Record your greeting and then press #.

Change Your Passcode

Your default passcode is 0000#.

1. Access your voice mailbox.
2. Press 9 for the mailbox Setup Menu.
3. Press 2 to Change your Passcode.
4. Enter your new passcode and then press #.
5. When prompted to verify the passcode, enter it again and then press #.

Accessing Your Voicemail

A stutter dial tone or message light will indicate you have a message.

From Your Own Phone

1. Dial *98.

From Another Phone

Follow steps from Getting Started.

Retrieve Messages

1. Access your voice mailbox.
2. Press 1 to listen to New Messages.
3. Press 2 to listen to Saved Messages.

When retrieving messages, you can:

- | | |
|---------|---|
| Press 1 | Play the Message Again |
| Press 2 | Save the Message and Play the Next |
| Press 3 | Delete the Message and Play the Next |
| Press 4 | Save the Message as New |
| Press 5 | Reply to the Message
(for Basic Business package only) |
| Press 6 | Forward the Message to Another Mailbox |
| Press 7 | Skip Backward in the Message |
| Press 8 | Pause the Message |
| Press 9 | Skip Forward in the Message |
| Press * | Return to the Main Menu |

Important Reminders

The total capacity of your inbox and saved messages is 50 with a maximum of 20 minutes. Individual messages can be no longer than 3 minutes each. Messages are automatically deleted by the voicemail system after 31 days. Please keep your mailbox clean and limit the number of saved messages to those that are necessary.



844.354.4111
nuvera.net