Multiple Mailboxes (Optional Service)

SETUP GROUP GREETING:

To be completed by the administrator (Mailbox 1).

1. Dial ***55**.
   (You may also choose a remote access option.)
2. Press ***** when prompted for a Mailbox ID.
3. Enter your password followed by the **#** key.
4. Once you are in the Group Greeting Menu, press **4** to record a new group greeting.
   (EXAMPLE: "You have reached the Smith family. To leave a message for Bob, press 1. For Jill, press 2. For Tom, press 3.")
5. Begin speaking after the tone, press the **#** key when you are finished.
6. To listen to your greeting, press **1**.
   (If you would like to re-record your greeting, press **3** to delete your greeting and repeat steps 4 to 6.)
7. Press **2** to save your greeting.
8. Hang up to exit the system.

Sub Mailbox Access and Setup

ACCESS SUB MAILBOXES:

1. Dial ***55**.
   (You may also choose a remote access option.)
2. Enter your Mailbox ID when prompted.
   (EXAMPLE: **1** for Bob, **2** for Jill or **3** for Tom.)
3. Enter your password for your Sub Mailbox followed by the **#** key.

CHANGE SUB MAILBOX GREETING:

To be completed by each Sub Mailbox user, including the administrator (Mailbox 1).

1. From the Main Menu of your Sub Mailbox, press **9** to enter the Setup Menu.
2. Press **1** for Greeting Options.
3. Press **4** to record a new greeting.
   (EXAMPLE: "This is Bob, leave your message at the tone.")
4. Begin speaking after the tone, press the **#** key when you are finished.
5. To listen to your greeting, press **1**.
   (If you would like to re-record your greeting, press **3** to delete your greeting, repeat steps 3 to 5.)

6. Press **2** to save your greeting.
7. Press ***** to return to Mailbox Setup.

CHANGE PASSWORD:

The password for the administrator (Mailbox 1) is the password used to access the Group Greeting Menu.

1. Press **2** in the Mailbox Setup Menu.
2. Enter a new password, press the **#** key.
   (The password can be any series of numbers up to 16 digits. You will be unable to remotely access your mailbox without this password.)
3. To verify, enter your new password, followed by the **#** key.

Optional Features

FORWARD MESSAGE:

1. After you have listened to a message you wish to forward, press **6**.
2. Enter the Mailbox number, 10-digit telephone number, you wish to forward to.
3. If requested, enter the Mailbox ID.
   (EXAMPLE: **1** for Bob, **2** for Jill or **3** for Tom.)
4a. To record a memo introduction to the message, press ***** and record your memo followed by the **#** key.
4b. To send without an introduction, press the **#** key

RECORD MEMO:

1. From the Main Menu, press 3.
2. Enter the Mailbox number, 10-digit telephone number, you wish to send a memo to.
3. If requested, enter the Mailbox ID.
   (EXAMPLE: **1** for Bob, **2** for Jill or **3** for Tom.)
4. Begin speaking after the tone, press the **#** key when you are finished.
5. Press **1** to send message.

Manage your VoiceMail service online at:

vm.fbc-tele.com/Voicemail/

UserID: Enter your 10-digit phone number (without hyphens).
Password: Enter your VoiceMail Password.

Voice Mail

User Guide

Simple
Convenient
Reliable

F&B

Accessing Your Mailbox

FROM HOME (USING AUTO-LOGIN):
1. Dial ***55**.

REMOTE ACCESS (OPTION 1):
1. Dial **374-9100**.
   (Delmar customers should dial **574-9100**.)
2. Enter your mailbox number, this is your 10-digit phone number.
3. If requested, enter your password followed by the **#** key.

REMOTE ACCESS (OPTION 2):
1. Dial your **home phone number**.
2. Press the ***** key while your greeting is playing to access your mailbox.
3. If requested, enter your password followed by the **#** key.

Retrieving Messages

Hang up at any time to exit the system.

When you access the system, any new messages will begin playing automatically.
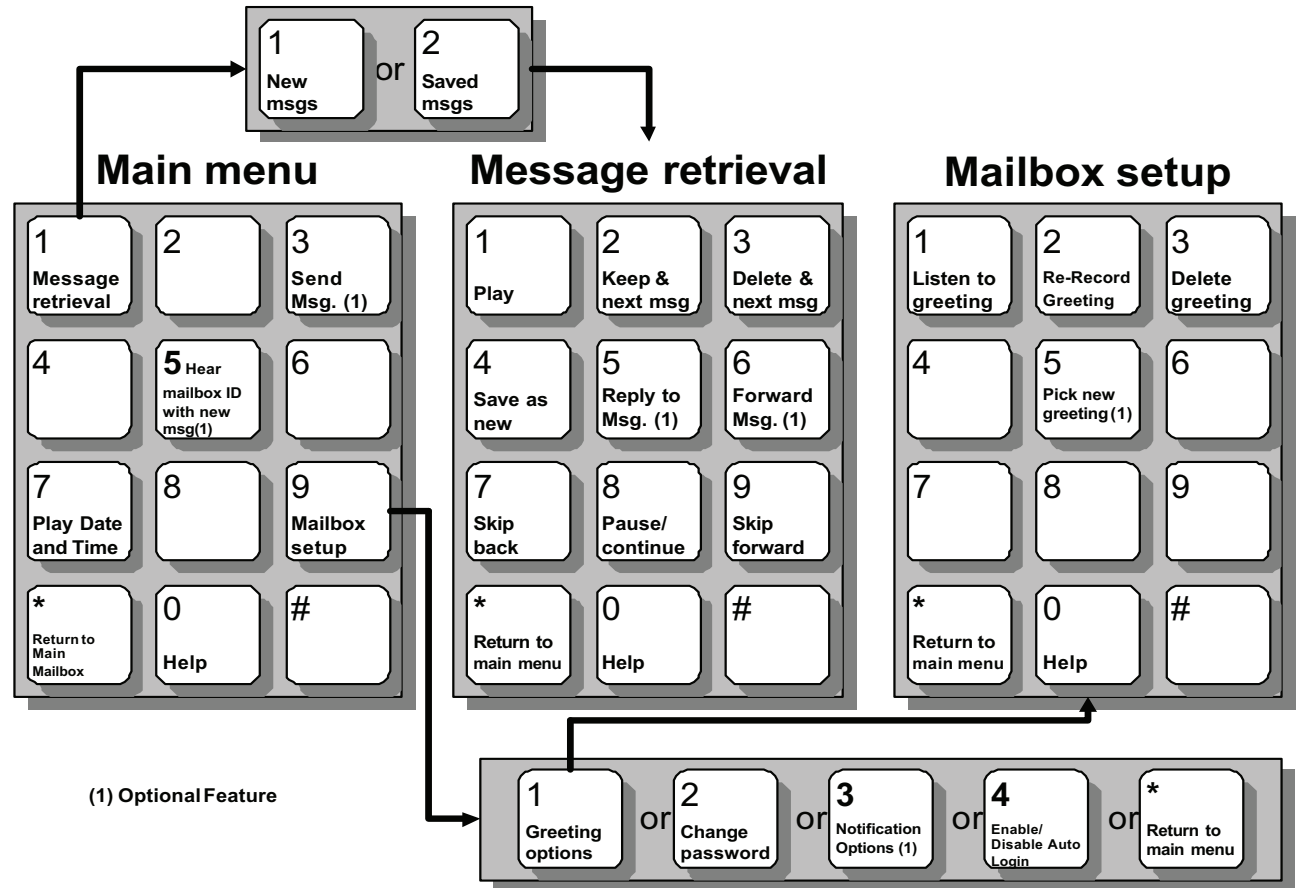
MESSAGE OPTIONS:
1. Press **1** – Listen to new messages.
2. Press **2** – Listen to saved messages.
3. Press ***** – Return to Main Menu.

MESSAGE RETRIEVAL MENU:
1. Press **1** – Play or replay message.
2. Press **2** – Save message and go to next.
3. Press **3** – Delete message and go to next.
4. Press **4** – Save message as new.
5. Press **5** – Reply to message (1).
6. Press **6** – Forward message (1).
7. Press **7** – Skip back three seconds on current message.
8. Press **8** – Pause or continue message.
9. Press **9** – Skip forward three seconds on current message.
10. Press ***** – Return to Main Menu.

To undelete a message, do not hang up. Follow the voice prompts to play and re-save your message.

(1) Optional Feature

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Diagram

New msgs (1) or Saved msgs (2)

Main menu

1 Message retrieval	2	3 Send Msg. (1)
4	5 Hear mailbox ID with new msg(1)	6
7 Play Date and Time	8	9 Mailbox setup
* Return to Main Mailbox	0 Help	#

Message retrieval

1 Play	2 Keep & next msg	3 Delete & next msg
4 Save as new	5 Reply to Msg. (1)	6 Forward Msg. (1)
7 Skip back	8 Pause/ continue	9 Skip forward
* Return to main menu	0 Help	#

Mailbox setup

1 Listen to greeting	2 Re-Record Greeting	3 Delete greeting
4	5 Pick new greeting(1)	6
7	8	9
* Return to main menu	0 Help	#

(1) Optional Feature

1 Greeting options	or	2 Change password	or	3 Notification Options (1)	or	4 Enable/ Disable Auto Login	or	* Return to main menu

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Mailbox Setup (Single Mailbox)

Access your Mailbox and press **9** from the Main Menu to enter Mailbox Setup. To exit the Setup Menu and return to the Main Menu, press *****.

CHANGE GREETING:
1. Press **1** in the Setup Menu.
2. Press **2** to record your greeting.
3. Begin speaking after the tone, press the **#** key when you are finished.
4. To listen to and save your greeting, press **1**.
   (If you would like to re-record your greeting press **2**, to delete your greeting press **3**.)
5. Press ***** to return to Setup Menu.

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You may also record alternate greetings. In the Greeting options menu press 5 to select and/or record an alternate greeting. Each alternate greeting is assigned a greeting number (1-9). Your primary greeting is number 1.

CHANGE PASSWORD:
1. Press **2** in the Setup Menu.
2. Enter a new password, press the **#** key.
   (The password can be any series of numbers up to 16 digits. You need this password to be able to remotely access your mailbox.)
3. To verify, enter your new password followed by the **#** key.
4. Press ***** to return to Setup Menu.

PASSWORD _____